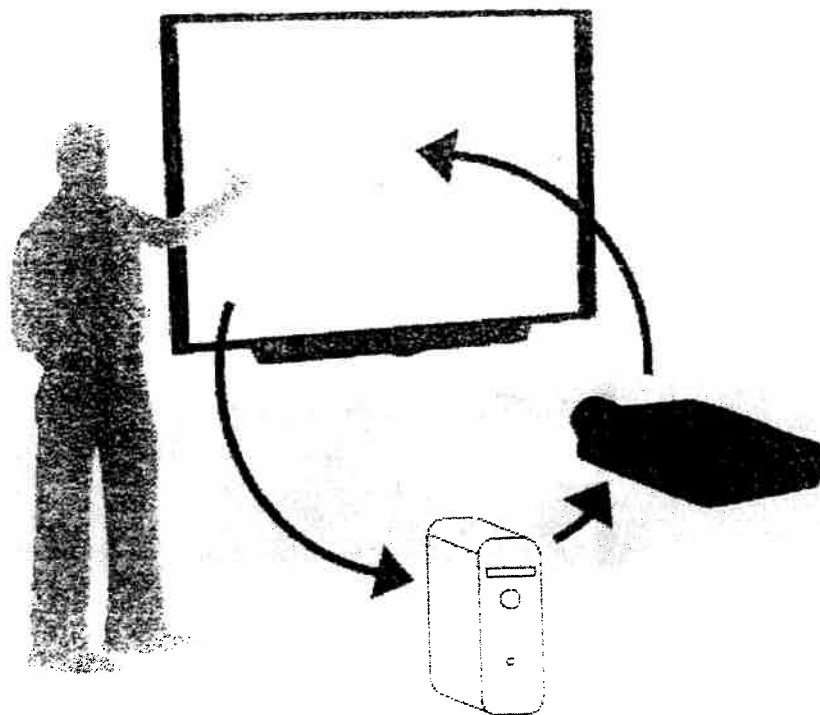


SMART BOARD
TUTORIAL

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How Does the SMART Board Interactive Whiteboard Work?

The SMART Board Interactive Whiteboard is touch sensitive and operates as part of a system that includes a computer and a projector:



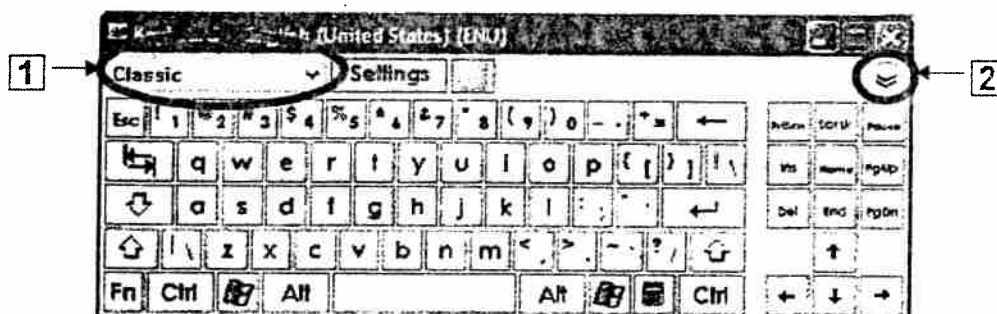
- The computer sends an image of an application to the projector
- The projector casts the image onto the interactive whiteboard
- The interactive whiteboard acts as both the monitor and input device, allowing you to control an application by simply touching the interactive whiteboard

It may help you to think of your interactive whiteboard the same way you think of your mouse or keyboard – it is an input device that enables you to control applications on your computer.

The On-Screen Keyboard

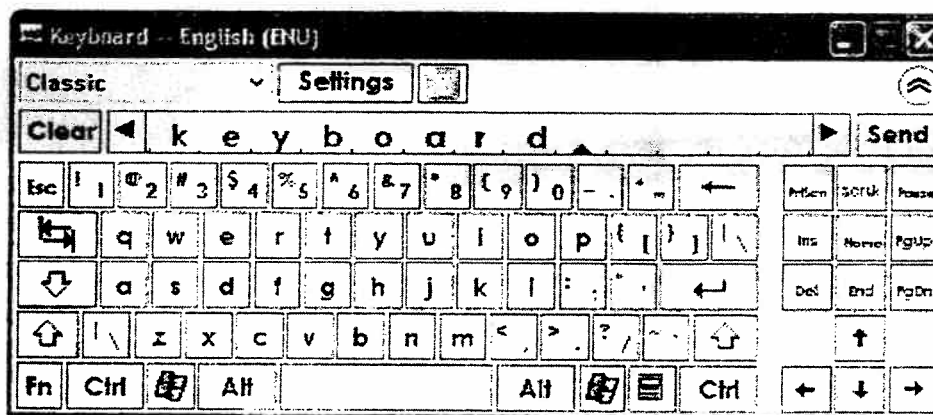
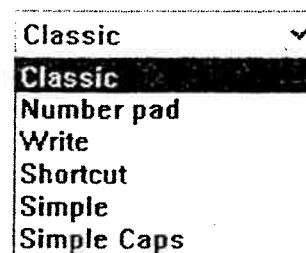
Type or edit text in any application without leaving the interactive whiteboard.

Press the **Keyboard** button on the pen tray to launch the On-Screen Keyboard.



1 Keyboard drop-down menu: Allows you to select which keyboard you would like to use. The Classic keyboard looks like a regular computer keyboard. The Simple keyboard is organized in alphabetical order, which is helpful when teaching young students. Other keyboards include Number Pad, Write, Shortcut and Simple Caps.

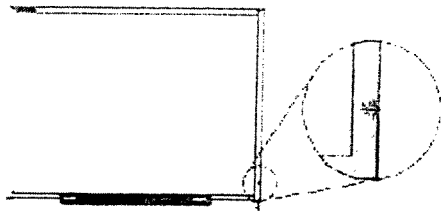
2 Arrow button: Press the Arrow button to open the Preview Pane. When the Preview Pane is open, you can type an entire word or sentence before sending any information to an application. When you are finished typing, pressing the Send button will send your text to the active application.



On-Screen Keyboard with Preview Pane open

The Ready Light

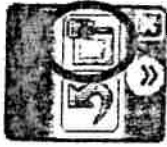
Your SMART Board interactive whiteboard includes a Ready Light that indicates the status of your interactive whiteboard.



Color of Ready Light	Status
Not lit	The interactive whiteboard does not have power. Check the USB cable connections.
Solid green	The interactive whiteboard is successfully communicating with the SMART Board software on the computer.
Flashing green	<p>The SMART Board interactive whiteboard is successfully communicating with the computer's USB driver.</p> <p>NOTE: In this state, the interactive whiteboard only operates as a touch screen. For full functionality, ensure SMART Board software is installed on your computer.</p>
Solid red	The interactive whiteboard has power, but it is not communicating with the computer. During the initial powering up or power reset, you will see the Ready Light turn red for a moment. This <i>brief</i> red illumination is normal behavior.
Flashing amber	Occurs only when you are updating firmware using SMART's Firmware Flashing Wizard. This is a normal behavior.
Solid amber	Problem state. Try resetting the interactive whiteboard by disconnecting and then reconnecting the USB cable at the interactive whiteboard end.

Capturing Your Notes and Drawings

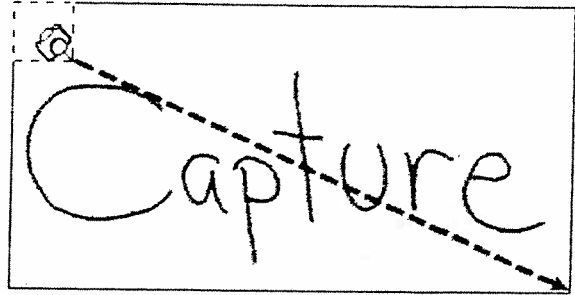
The Floating Tools toolbar automatically launches when you pick up a pen from the Pen Tray. You can use the **Area Capture** button to capture your notes and drawings.



Area Capture button

To capture an area of your desktop, follow these steps:

- 1 Press the **Area Capture** button on the Floating Tools toolbar. The Area Capture tool will appear.
- 2 Press on any corner of the area you wish to capture and, continuing to press, drag the selection box until it surrounds the entire area
- 3 Release your press and your selection will be captured as a graphic into Notebook software. If Notebook software is not already open, it will open automatically when you capture a portion of your screen. Save your Notebook™ file by selecting **File > Save**.



Review: Getting Started

1 Name the three components required to operate a SMART Board interactive whiteboard.

- Interactive Whiteboard
- Computer
- Projector

2 How do you know when the interactive whiteboard is ready to be used?

- The Ready Light is a steady green

3 Circle the pen-tray button that launches the On-Screen Keyboard.

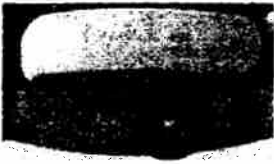


4 Describe one way to begin the orientation process.

Press and hold the Keyboard button and the Right-Mouse button on the pen tray simultaneously.

5 How do you right-click on the interactive whiteboard?

Press the **Right Mouse** button on the pen tray to have your next press on the interactive whiteboard recognized as a right-click.



6 Circle the Floating Tools toolbar button you would use to capture an area of your desktop.



7 Name two ways to restore cleared writing.

- Press the **Undo** button on the Floating Toolbar
- Press the **Click here to restore writing** icon in the lower right of the screen

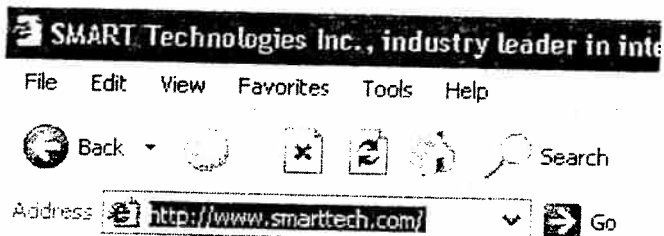
Testing Basic Functionality

It's a good idea to test the basic functionality of your interactive whiteboard to ensure all the applications you will be using to deliver your lesson or presentation are working properly.

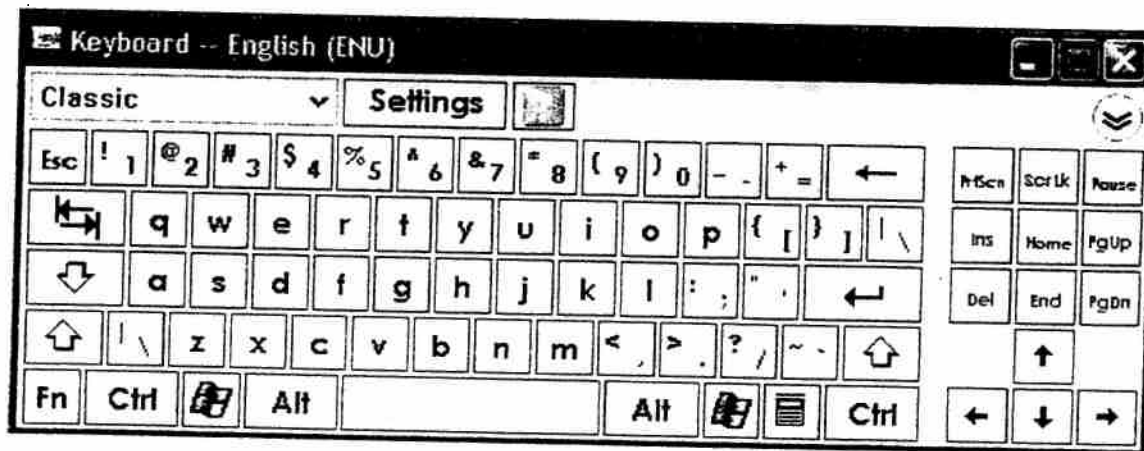
- 1 Using your finger, double-press on the Internet browser icon (e.g., Internet Explorer) to launch the Internet
- 2 Press the On-Screen Keyboard button on the SMART Pen Tray



- 3 Press once inside your Internet browser's address bar to select the website address



- 4 Using the On-Screen Keyboard, type www.google.com

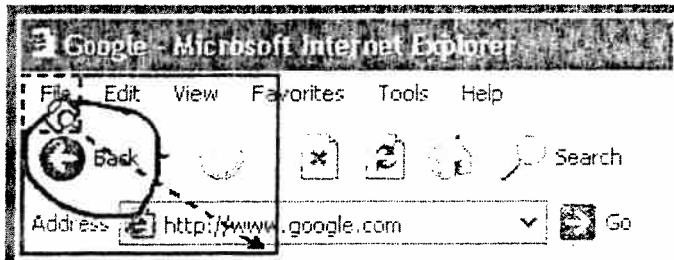


NOTE: The On-Screen Keyboard is a single point of contact; touch-typing or keystroke combinations are not possible

- 5 Press the **Go** button beside your Internet browser's address bar



- 10 Press the interactive whiteboard and, without releasing pressure, drag the selection box using your finger to outline the circle around your browser's Back button. Release your press to capture the image to Notebook software.



NOTE: Notebook software will open automatically, and your notes and background will be saved to a new Notebook page.

- 11 Touch the screen once to clear the circle from your browser's Back button
- 12 Select the unsaved Notebook file from the taskbar to view your captured image in Notebook software. Select **File > Save** to save your notes for future reference.

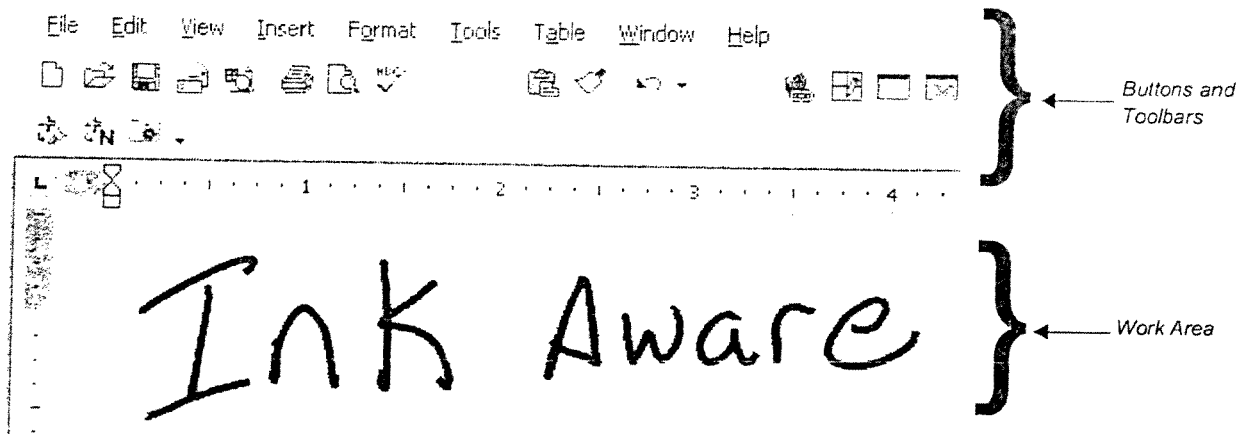


Congratulations

You have completed the *Basic Functionality Hands-On Practice*.

How Do Ink Aware Applications Work?

Ink Aware applications recognize which area of the software is the active work area and which area is used for buttons and toolbars.



What applications are Ink Aware?

There are over a dozen Ink Aware applications, as outlined in the table below.

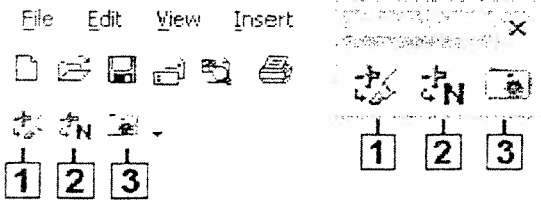
Microsoft Office	Microsoft Word, Microsoft Excel®, PowerPoint®
Graphic applications	CorelDRAW®, Microsoft Imaging, Corel® Grafigo™ 2, Microsoft Paint
Presentation applications	PowerPoint, Corel Presentations™, Microsoft Office Live Meeting, Microsoft NetMeeting® 3
Other applications	AutoCAD®, VoloView Express™, AutoVue™ Professional, Microsoft Windows® Journal, Microsoft Office OneNote®, Microsoft Visio®, Adobe® Acrobat® Professional 6.0

This section will focus on the most commonly used applications – Microsoft Word, Microsoft Excel and PowerPoint.

Microsoft Excel Software

When using Microsoft Excel software with your interactive whiteboard, you will notice three new buttons. They may be integrated with the current Excel toolbar or separated as a floating toolbar.

Integrated with the Excel toolbar *Separated as a floating toolbar*

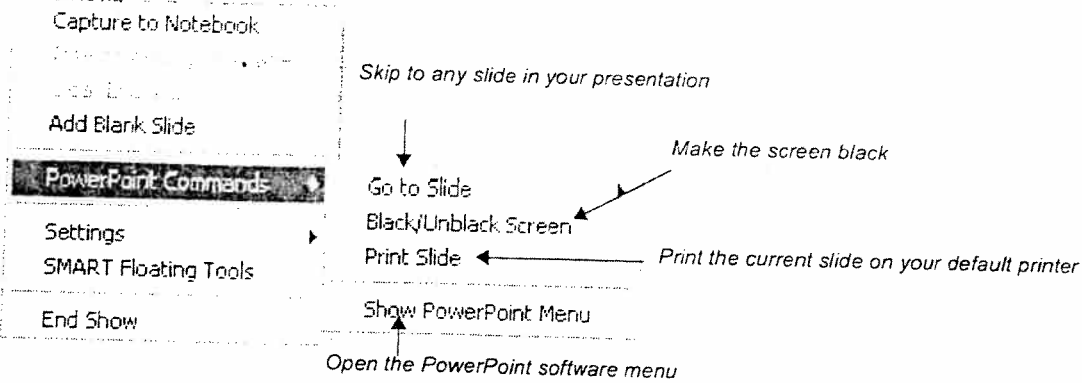


- 1** Press to insert your drawings or writing as an image directly into your spreadsheet
- 2** Press to convert your writing as typed text directly into your spreadsheet. Your text will appear at the cursor point and in the color the words were written in.
- 3** Press to save a screen capture in Notebook software

If you do not see either of these toolbars, select **View > Toolbars > SMART Aware Toolbar** in Microsoft Excel.

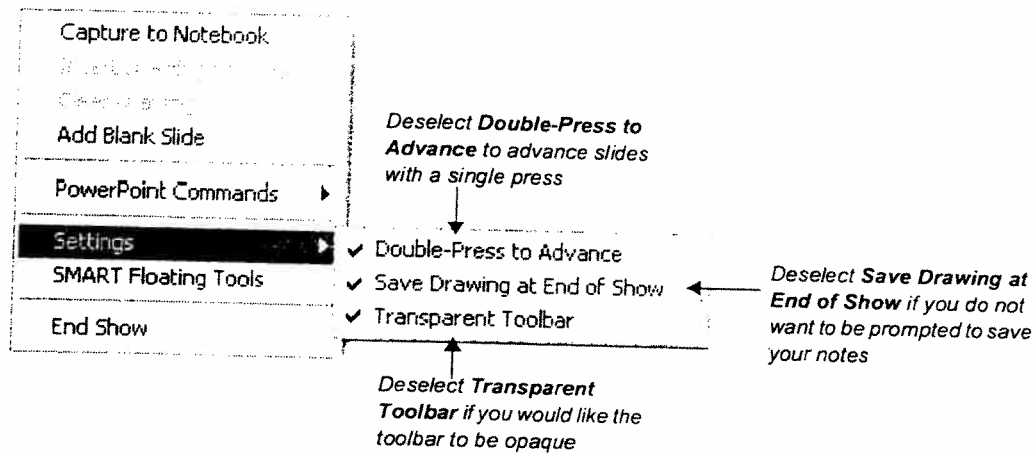
Example: Pressing the Insert as Text button	
Before you press the button, the image is not part of the Microsoft Excel file. It can only be seen on the interactive whiteboard.	Press the button and the image becomes part of the Microsoft Excel file. Now, you can send suggested changes to the appropriate person.

PowerPoint Commands Submenu



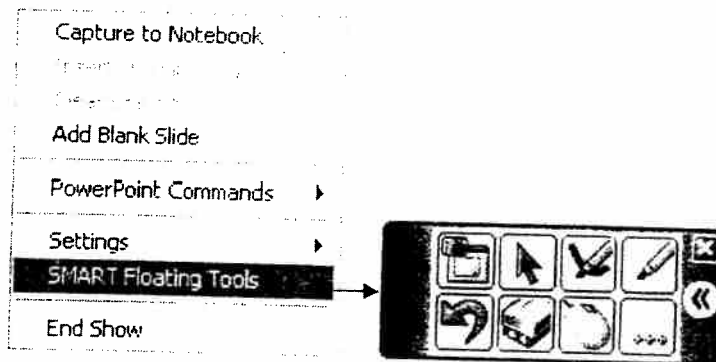
TIP: Use the **Black/Unblack Screen** command when you would like to draw the attention of your class or audience away from the screen and to the presenter. Press twice in rapid succession anywhere on the screen to resume your slide show exactly where you left off.

Settings Submenu



SMART Floating Tools

The Windows taskbar and notification area are hidden when you are presenting a PowerPoint slide show. You can still launch the Floating Tools toolbar by selecting **SMART Floating tools** from the Command menu.



Review: Ink Aware

- 1 Describe the function of each of the buttons on the Ink Aware toolbar that appears in Microsoft Word software.
- 2 Describe how to insert digital ink as text into a selected cell of an Excel spreadsheet.
- 3 Describe how to save writing on a PowerPoint slide into Notebook software.
- 4 Describe how you would save your notes and drawings to PowerPoint files.

Hands-On Practice: Ink Aware and Microsoft Word Software in the Classroom

Before You Start

Before you begin your class, ensure that your computer is turned on and the SMART Board interactive whiteboard is connected and oriented.

This *Hands-On Practice* assumes you have a basic understanding of the Microsoft Windows operating system.

Preparation

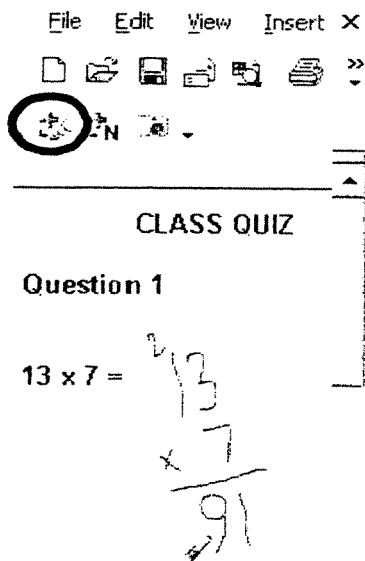
Create a short, two-question quiz. In a real-world example you would open a quiz prepared in advance.

- 1 Open a blank document in Microsoft Word
- 2 Type a mathematical equation using your computer's keyboard – for example $13 \times 7 =$. Press the **Enter** key several times to give your students space to show their work.
- 3 Type *Complete the following sentence with either "who" or "whom".* Press the **Enter** key twice, then type *Now is the time for all good men to come to the aid of.*

Using Ink Aware in the Classroom

Your class has just completed the quiz you created in Microsoft Word. Now you would like to review the answers as a group.

- 1 Show your class how to best display their work when answering the multiplication equation. Use a pen from the SMART Pen Tray to demonstrate how to arrive at the correct answer on the interactive whiteboard. Put the pen back in the pen tray and press the **Insert as Image** button to add the answer to your Word file.



- 2 Move to the next quiz question. Discuss with your class when to use the word *who* versus *whom* in the sentence.

- 6 Save your document in Microsoft Word. Now you can e-mail or print copies and distribute the answers to your students.

Congratulations!

You have completed the *Ink Aware and Microsoft Word in the Classroom Hands-On Practice*.

Hands-On Practice: Ink Aware and Microsoft Excel Software in the Office

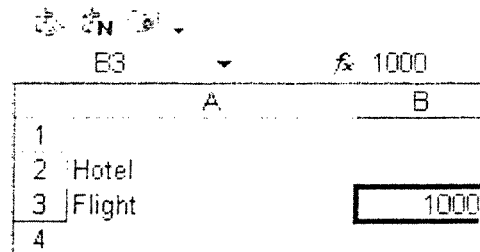
Before You Start

Before you begin your class, ensure that your computer is turned on and the SMART Board interactive whiteboard is connected and oriented.

This *Hands-On Practice* assumes you have a basic understanding of the Microsoft Windows operating system.

Preparation

- 1 Open a blank spreadsheet in Microsoft Excel
- 2 Type *Hotel* in cell A2 on your computer's keyboard
- 3 Type *Flight* in cell A3
- 4 Type *1000* in cell B3

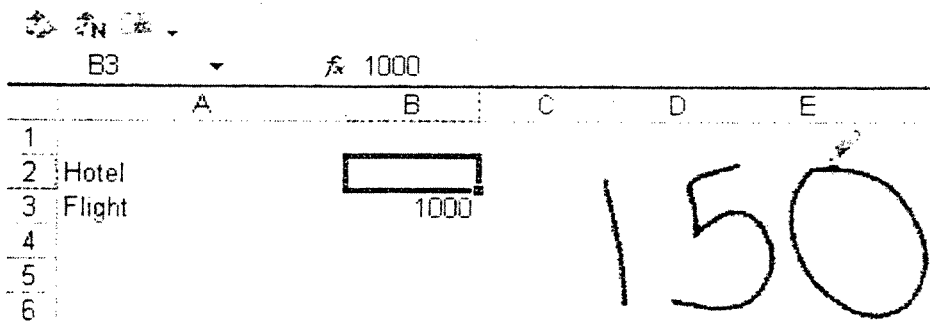


	A	B
1		
2	Hotel	
3	Flight	1000
4		

Using Ink Aware in the Office

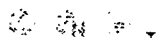
Assume you and your colleagues are attending a conference in the near future. As a group, you prepared a travel request outlining the anticipated expenses. This request will be presented to the accounting department for approval.

- 1 One group member states the hotel will cost \$150 per night. Press the cell in the spreadsheet to highlight where the cost will be placed. Pick up a pen from the SMART Pen Tray and write *150* on the interactive whiteboard.



	A	B	C	D	E
1					
2	Hotel				
3	Flight	1000			
4					
5					
6					


- 2 Another group member declares the corporate rate for the hotel is only \$115 per night. Put the pen back in the pen tray and press once on the interactive board to remove 150; then, press the cell in the spreadsheet to highlight where the new cost will be placed. Now, write 115.


 B3 £ 1000

	A	B	C	D	E
1					
2	Hotel				
3	Flight	1000			
4					
5					
6					


115

- 3 Press the **Insert as Text** button to add the hotel rate into the highlighted cell. Your text is inserted into the spreadsheet and will appear in the same color as the digital ink it was written in.


 B3 £ 1000

	A	B
1		
2	Hotel	115
3	Flight	1000

- 4 Finally, your team lead suggests that you get a minimum of three price quotes for flights. Circle the flight cost in cell B3 and write *Get Quote*. Press the **Insert as Image** button to insert your note as an image into your spreadsheet.


 B3 £ 1000

	A	B	C	D	E
1					
2	Hotel				
3	Flight	1000			
4					
5					
6					
7					
8					

Get Quote

- 5 Save your spreadsheet as a Microsoft Excel file. Now you can update the travel request with your group's notes and e-mail it to the accounting department for approval.

Congratulations!

You have completed the *Ink Aware and Microsoft Excel in the Office Hands-On Practice*.

Hands-On Practice: Using Microsoft PowerPoint Software on a SMART Board Interactive Whiteboard

Before You Start

Before you begin, ensure that your computer is turned on and the SMART Board interactive whiteboard is connected and oriented.

This *Hands-On Practice* assumes you have a basic understanding of the Microsoft Windows operating system.

Preparation

Assume your supervisor has requested a brief presentation on the topic of productivity in the office. The preliminary work on your presentation requires you to incorporate feedback and suggestions from your colleagues. The final presentation will be presented to your supervisor.

A sample PowerPoint file is available at www.smarttech.com/media/trainingcenter/samplepresentation.ppt for this lesson. If this file opens in your Web browser, save it to your desktop and then reopen it.

Alternatively, open an existing PowerPoint presentation saved on your computer. The steps in this *Hands-On Practice* will still be applicable to you when using your own PowerPoint presentation with an interactive whiteboard.

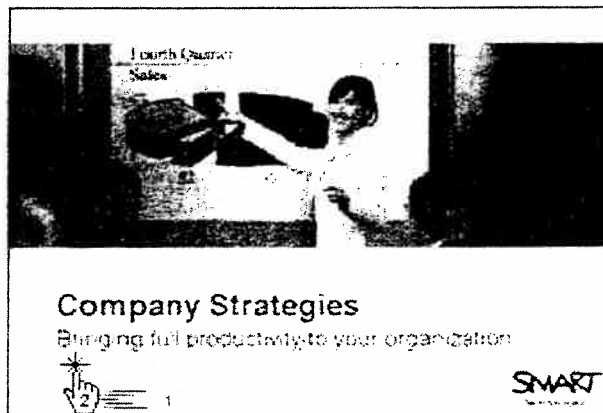
Presenting on an Interactive Whiteboard

- 1 Select **View > Slide Show** to begin your presentation. The Slide Show toolbar automatically appears so you can navigate between slides.
- 2 Press the **Next Slide** button on the Slide Show toolbar to move forward one slide; then press the **Previous Slide** button to move back one slide

TIP: You can go to the next slide of a PowerPoint presentation by pressing twice on the interactive whiteboard, making the second press to the right of the first. To go to the previous slide, make the second press to the left of the first.



Press twice; a second press to the right will move to the next slide.





Press twice; a second press to the left will move to the previous slide.

- 3 Advance the slide show by pressing twice on the interactive whiteboard, remembering to make the second press to the right of the first
- 4 For emphasis, you want to draw your audience's attention to the items listed on your PowerPoint slide. Pick up a pen from the SMART Pen Tray and place a check mark beside each point as you discuss it with your colleagues.

The Hidden Productivity Problem


- What infrastructure do you have at workstations?
 - 1 Computers ✓
 - 2 Network connections ✓
 - 3 Software ✓
- With these tools, people stay productive

- 5 After the discussion, you decide to remove the check marks. Return the pen to the pen tray and touch the interactive whiteboard once with your finger to clear your notes.
- 6 Use the Slide Show toolbar, or press twice on the interactive whiteboard to advance to the next slide
- 7 Your colleagues take interest in the statistics you referenced on your PowerPoint slide and ask you to send them the source material. Record their request as a note to remind yourself to get back to them later. Pick up a pen from the pen tray and write *send source material*.


The Hidden Productivity Problem

- How long do people spend away from their desks per month?
- The average professional spends:
 - 40 hours in meetings and presentations each month*
 - 7 hours in training each

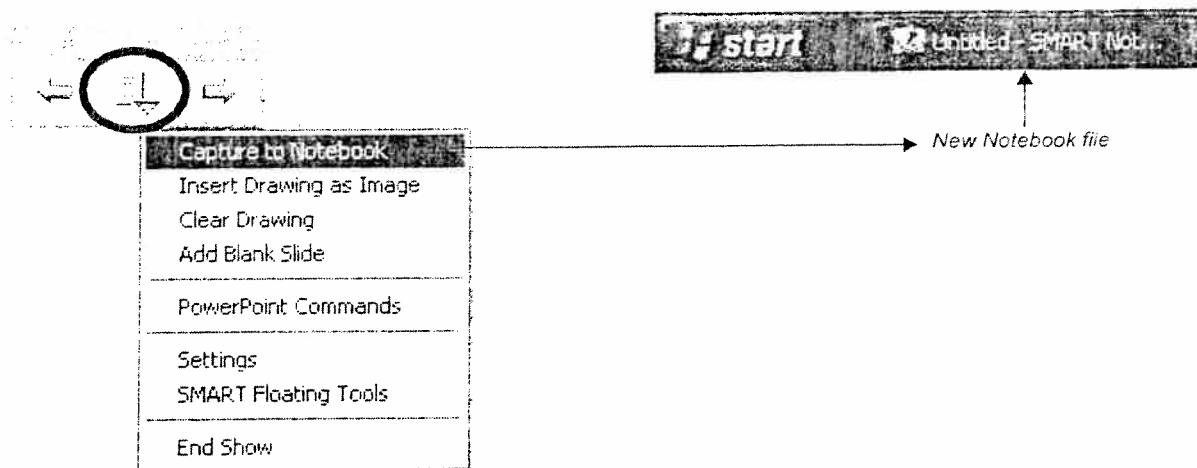


Send source material

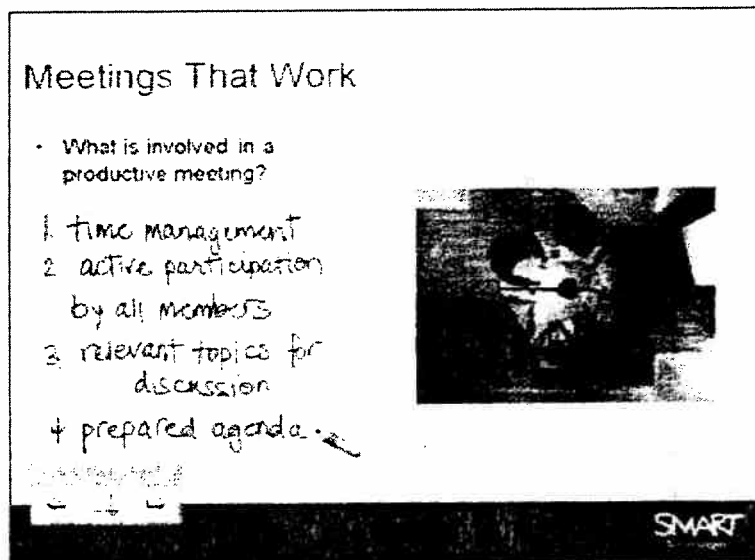
We've Got to Start Meeting Like This (Mosack & Nelson) U.S. Dept. of Labor / www.dls.gov



- 8 Return the pen to the pen tray
- 9 Since you want to follow up on your note, but you don't want to save it as a permanent part of your presentation, press the **Menu** button on the Slide Show toolbar and select **Capture to Notebook** from the drop-down menu. Notebook software will open automatically and an image of your PowerPoint slide with your written reminder will be inserted into a new Notebook file.



- 10 Now that your reminder has been captured to Notebook software, press once on the interactive whiteboard to erase your note from your PowerPoint presentation. Advance to the next slide.
- 11 The next slide in your presentation requires feedback from your colleagues. Pick up a pen from the pen tray, and record their suggestions.



Notebook Software

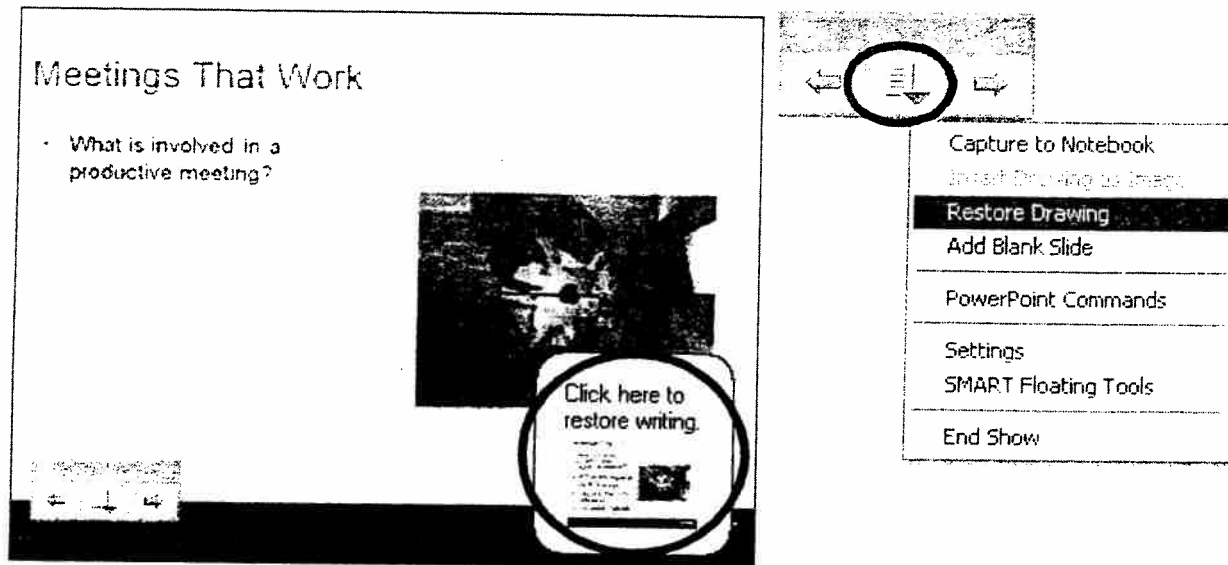
What is Notebook Software?

Notebook software is SMART's whiteboarding software. Use it as you would a paper notebook to immediately capture notes and drawings. Notebook software also enables you to insert multimedia elements like images and Macromedia® Flash® files into your Notebook file.

- 12 Oops! After putting the pen back in the pen tray, you accidentally bumped the interactive whiteboard and your notes disappeared. What if you had wanted to save that information?

Before you pick up the pen again, press the **Click here to restore writing** icon that appears in the bottom right corner of the screen. Your notes will reappear on the slide.

TIP: If the **Click here to restore writing** icon disappears from the interactive whiteboard, don't worry. Click the **Menu** button on the Slide Show toolbar and select **Restore Drawing**



- 13 You are ready to end your presentation. Press the **Menu** button on the Slide Show toolbar and select **End Show** from the drop-down menu. Select **Yes** in the SMART Aware message box to add your notes to your PowerPoint presentation.
- 14 Select **File > Save** to save your notes into your original presentation, or select **File > Save As** to save to a new PowerPoint file. Close your presentation.
- 15 Now select the unsaved Notebook file created earlier in the lesson. Select **File > Save** to save your notes for future reference.



Congratulations!

You have finished the *Using Microsoft PowerPoint Software on a SMART Board Interactive Whiteboard Hands-On Practice*.

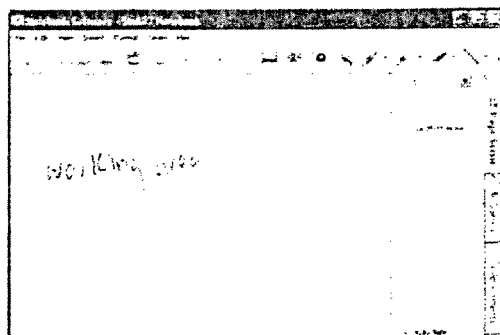
Using Notebook Software for the First Time

To launch Notebook software, press the SMART Board icon in the Windows Notification Area in the bottom right of your screen, and select **Notebook**. Or, press the **Start** button in the bottom left of your screen, and select **Programs > SMART Board Software > SMART Notebook**.



A new Notebook file will open. Each new Notebook file contains a work area that can be filled with objects. Handwritten notes, typed text, graphics, clip art and Flash files are all examples of what you can add to a Notebook file.

A key feature of Notebook software is the ability to add as many pages as you need to capture or display information.



Notebook Software Toolbar

The Notebook software toolbar gives you access to a number of tools to help you work with your Notebook file. By default, the toolbar appears at the top of the Notebook page. If you prefer to sit, or are working with young students, it may be more convenient to move the toolbar to the bottom of the page. To do this, press the down arrow on the far right of the toolbar.



Button	Use this tool to	Button	Use this tool to
	display the previous Notebook page		select any object on the page with your finger or mouse
	display the next Notebook page		write or draw on the Notebook page with the pen tool
	insert a blank Notebook page directly after the active Notebook page		write or draw on the Notebook page with the creative pen tool
	open an existing Notebook file		erase digital ink on the Notebook page
	save your Notebook page		draw a line
	paste copied object(s) into a Notebook file		create a shape
	undo the last action you performed		create a text-entry box for typing
	redo the action you performed		set the color of a drawing tool or selected shape
	delete any selected object		set the transparency of a drawing tool, a selected shape or an object
	show/hide the Screen Shade on the current Notebook page.		select the line properties of a drawing tool or selected shape
	open Full Screen view		move the toolbar to the bottom of the Notebook page
	launch the Screen Capture toolbar		

Menus

Notebook software menus provide access to many of the same tools and features found on the Notebook software toolbar, as well as some tools that aren't.



Menu item	Functions
File	<ul style="list-style-type: none">• Open new or existing files• Save a file• Save the current page as a Gallery item• Export content to a variety of file formats• Import a PowerPoint file• Send a file to a mail recipient as a Notebook file or a PDF• Print files or modify print settings
Edit	<ul style="list-style-type: none">• Undo or redo previous actions• Clone, cut, copy, paste or delete selected objects or all objects on the page• Edit text• Check the spelling of all the text in a file• Clear or delete the current page
View	<ul style="list-style-type: none">• Change the current view (Page Sorter, Gallery, Attachments or Full Screen)• Hide the side scrollbar• Launch the Screen Capture or Screen Shade tool• Zoom to magnify or reduce your view of page contents• Move to the next or previous page
Insert	<ul style="list-style-type: none">• Add blank page(s), clip art, graphics files, Flash files or hyperlinks
Format	<ul style="list-style-type: none">• Change font properties (bold, underline, italic)• Change object properties (color, line width, line style, fill, transparency)• Lock object properties and position• Change the background color of a page
Draw	<ul style="list-style-type: none">• Create shapes, lines and text• Access Pen, Creative Pen and Eraser tools• Order, group, ungroup or flip selected objects
Help	<ul style="list-style-type: none">• Access information about Notebook software• Check for software updates

Side Tabs

There are three tabs on the right-hand side of the Notebook interface.

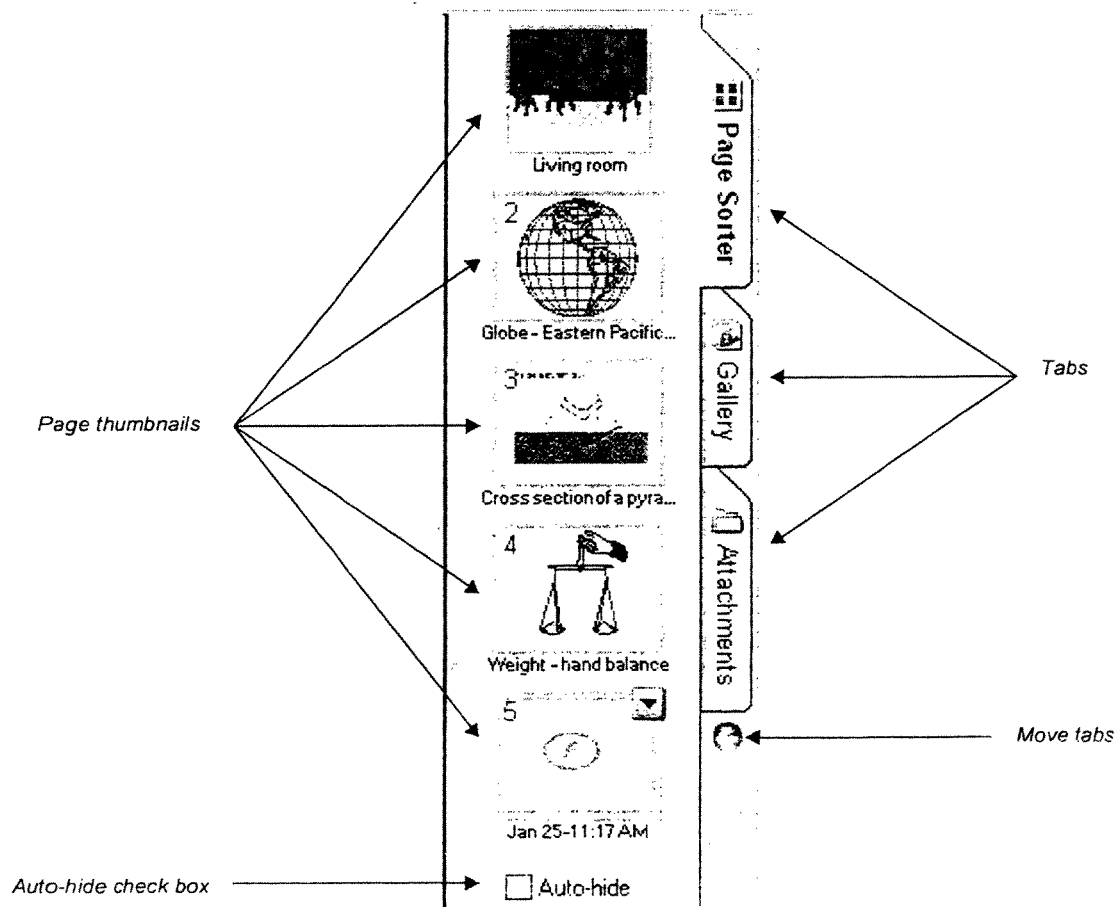
Press the **Page Sorter** tab to allow you to see a thumbnail image of each page in your Notebook file.

Press the **Gallery** tab for collections of SMART's custom pages, clip art, Flash animations and video you can add to your Notebook file.

Press the **Attachments** tab to add hyperlinks to or attachments from other software applications in your file.

Press the arrow button to move the three tabs to the other side of the page – often a more comfortable location for left-handed presenters.

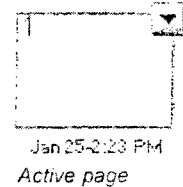
You can hide the tabs from view when you have finished working with them by checking the Auto-hide check box.



Page Sorter

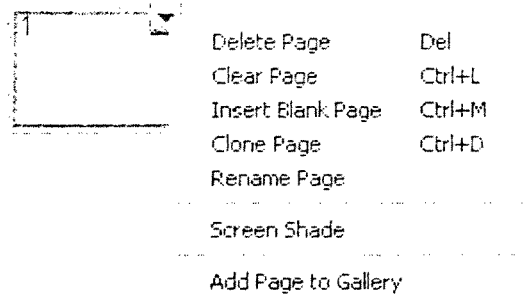
Select the **Page Sorter** tab to see thumbnails of all the pages in your Notebook file.

The active page is indicated by a drop-down menu and the blue border around the thumbnail image. Selecting another page in the Page Sorter tab makes that page active, and its contents are displayed in the work area. To change the page order, select a page thumbnail and drag it to a new location.



Page Sorter Drop-Down Menu

Selecting the drop-down menu on the active page presents you with seven options.



Menu item	Function
Delete page	Deletes the current page
Clear page	Clears all the objects on the current page
Insert blank page	Adds a blank page immediately after the active page
Clone page	Creates an identical page, including all objects on the page, and inserts it immediately after the active page
Rename page	Allows you to rename the page
Screen Shade	Covers the active page with the Screen Shade <i>- only applies to the page it's on. - double click will restore to size</i>
Add Page to Gallery	Adds the current page to the Gallery

Objects in Notebook Software

Anything you can select inside the work area of a Notebook page is an object. You can add an object to a Notebook page using any of the following methods:

- Typing text
- Drawing or writing in the work area with a pen tool
- Creating a geometric shape with the Notebook software toolbar drawing tools
- Inserting content from the Gallery, your computer or the Internet

Modifying and Moving Objects

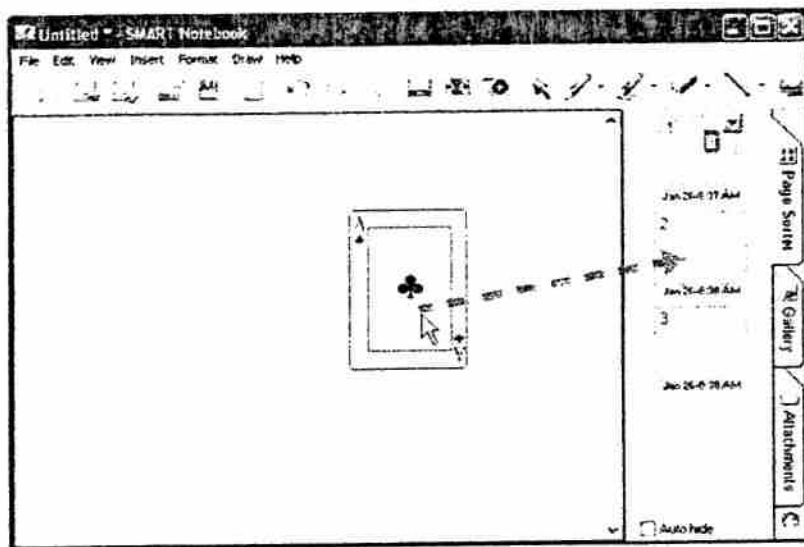
Select any object on your Notebook page to change its properties. Selected objects have two handles. Use the green handle to rotate the object and the white handle to make the selected object larger or smaller.

To move an object from one page to another, ensure the Page Sorter tab is active and the Auto-hide check box is not checked. Then select the object you would like to move and drag it to the appropriate page.

Drag clockwise or counter clockwise to rotate object

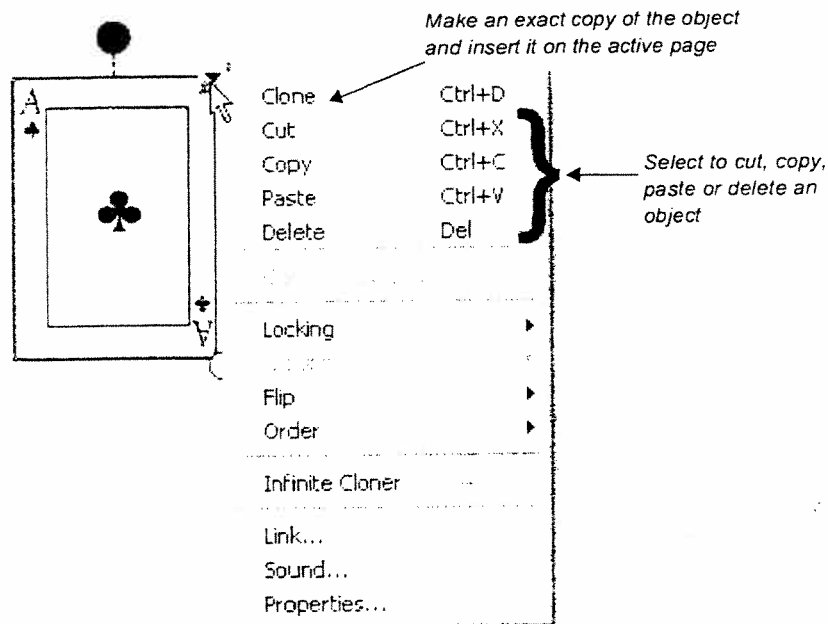
Press for drop-down menu

Drag to resize object



Object Drop-Down Menu

The object drop-down menu gives you one-touch access to an object's properties.



Locking Objects

Locking an object allows you to protect the properties you have applied to it. The choices in the **Locking** submenu allow you to determine the type of lock to use on an object.

Select the **Lock In Place** option to ensure the object cannot be altered or moved in any way.

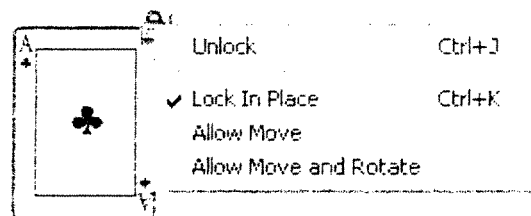
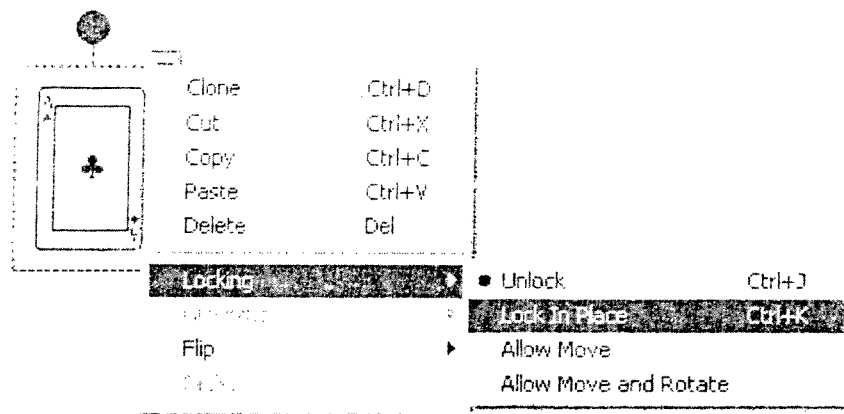
Select **Allow Move** to let you move an object, but not resize, rotate or change any of the objects properties. You might use

Allow Move if you were creating a Notebook file that would be used to teach ordering, but wanted to ensure all the objects on the page remain the same size.

Select **Allow Move and Rotate** to let you move and rotate an object, but not resize it. You might use **Allow Move and Rotate** if you created a Notebook file with a puzzle component and you wanted your students to arrange the puzzle pieces. You can place the puzzle pieces wherever you wish on the Notebook page and rotate them to make the puzzle more challenging – without worrying that participants might resize the piece.

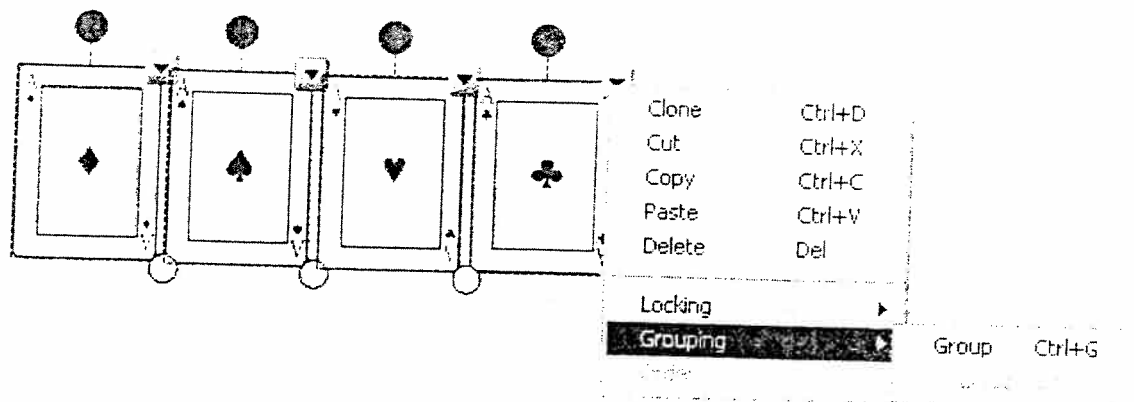
Unlock an object by doing the following:

- 1 Select the locked object. The Lock icon will appear.
- 2 Select the **Lock** icon
- 3 Select **Unlock** from the menu



Grouping Objects

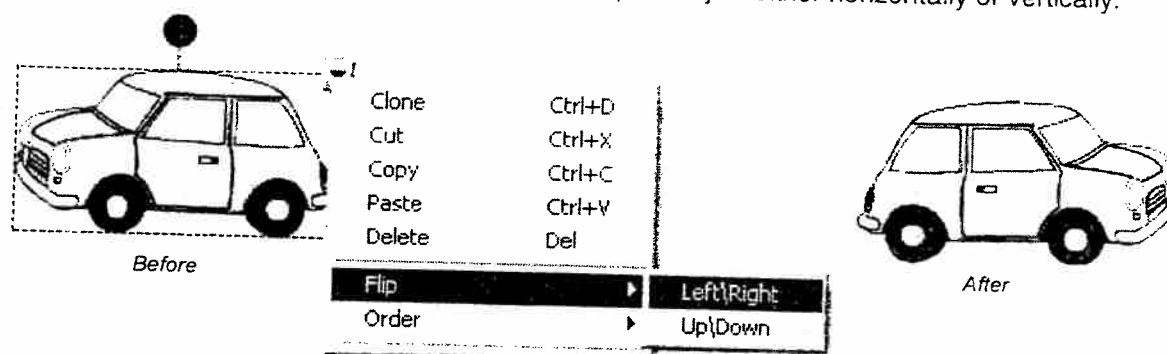
Select two or more objects by pressing and dragging your finger or mouse diagonally so the objects are surrounded by a selection box. Press the drop-down menu from any of the objects and choose **Grouping > Group**.



If you want to separate the objects, select the grouped objects again and choose **Grouping > Ungroup**. The Ungroup function will also break handwritten notes into individual pen strokes.

Flip Object

Select **Flip** from an object's drop-down menu to flip an object either horizontally or vertically.



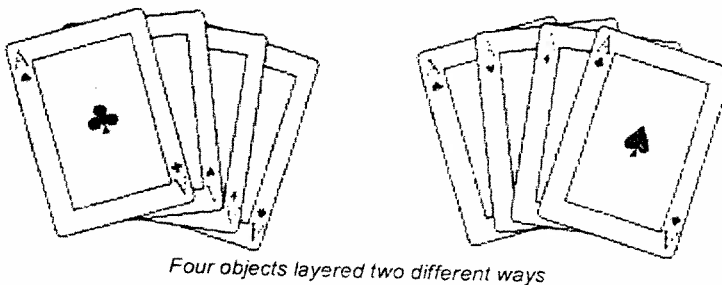
Ordering Objects

You can change the order in which objects are layered by selecting **Order** from the drop-down menu.

To reorder an object one layer at a time, use the **Bring Forward** command or the **Send Backward** command.

To bring an object directly to the top layer of the page, use the **Bring to Front** command.

To send an object to the bottom layer of the page, use the **Send to Back** command.

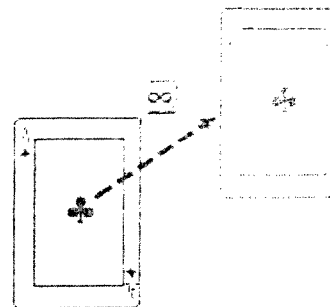


Infinite Cloner

The Infinite Cloner option in the object drop-down menu allows you to reproduce an object an unlimited number of times, without having to select clone repeatedly from the drop-down menu. You might use the infinite cloner to teach counting or to present math problems.

Select **Infinite Cloner** from an object's drop-down menu. Now, whenever you select the object, an infinity symbol will appear in the top-right corner of the object.

When you press and drag an object set to infinitely clone, another identical object is created. You can continue to create clones of the object by dragging it until you deselect Infinite Cloner.







Select, then press and drag an object to create an identical object

Turn the Infinite Cloner property off by selecting the infinity symbol in the top-right corner of the object and selecting the **Infinite Cloner** menu item.

Adding Links to Objects

You can link an object to a website, another Notebook page, a file on your computer or a file residing in the Attachments tab.

Select **Link** from an object's drop-down menu, and choose the type of link you would like to add to your object from the Insert Link dialog box.

Link type	Use this to
 Web Page	Link an object to a Web page. Once the link is attached to the object, every time you press it your Internet browser will launch and display the requested page.
 Page in this File	Link to another page within your Notebook file. You might use this type of link when presenting a question. For example, you could ask a question, then ask a student to select from a set of objects representing potential answers. The object containing the correct answer could link to a reward screen; the objects containing incorrect answers could link to a page that encourages the student to try again.
 File on this Computer	Link to a file stored on your computer that relates to your lesson or presentation. For example, you could link to a Microsoft Word or Excel file that contains information that qualifies a statement in your Notebook file.
 Current Attachments	Link to a file you have stored in the Attachments tab. The Attachments tab will be covered in detail later in this book.

By default, you can launch your linked website or file from an object by pressing the icon that appears in the bottom-left corner of a linked object.

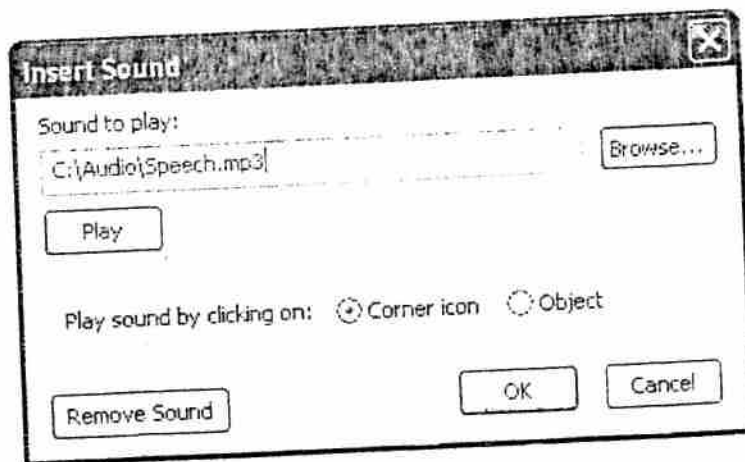
To remove a link, select the linked object. Select **Link** from the object drop-down menu, and press the **Remove Link** button.

Sound

Enhance your lesson with sound by attaching an MP3 audio file to an object.

To add an audio file to an object, follow the steps below:

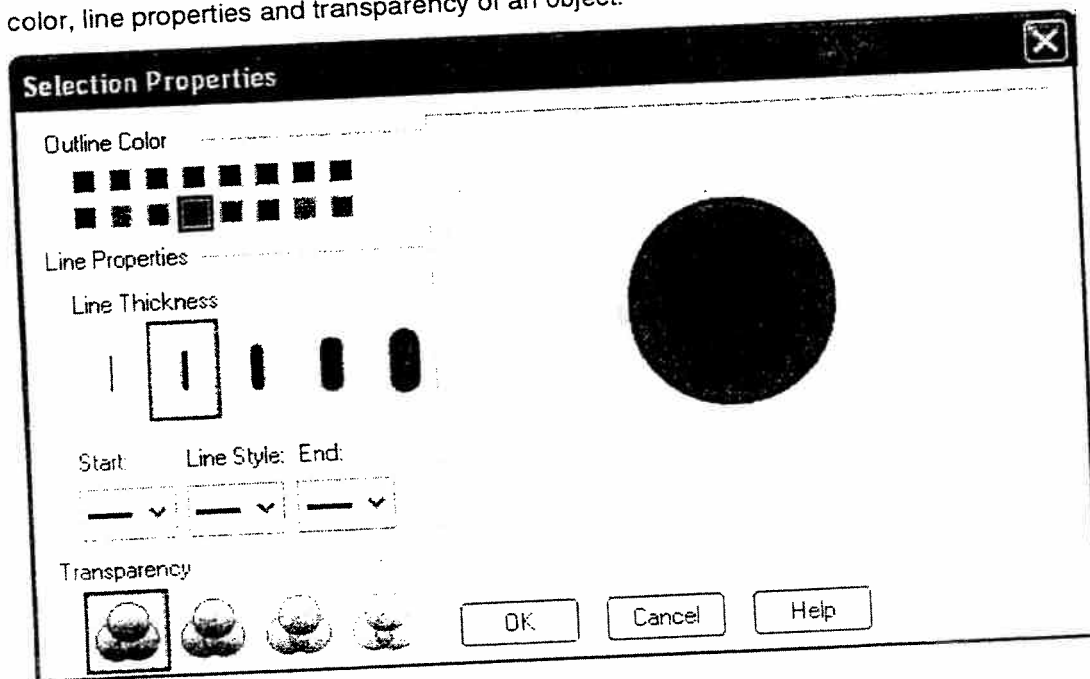
- 1 Select **Sound** from the object drop-down menu to launch the Insert Sound dialog box
- 2 Press the **Browse** button
- 3 Search for the sound you would like to attach to the selected object
- 4 After you select the sound file, its name will appear in the Sound to play text field. Press the **OK** button to attach the sound to your object.



TIP: Press the **Play** button to preview a sound before attaching it to your object.

Properties

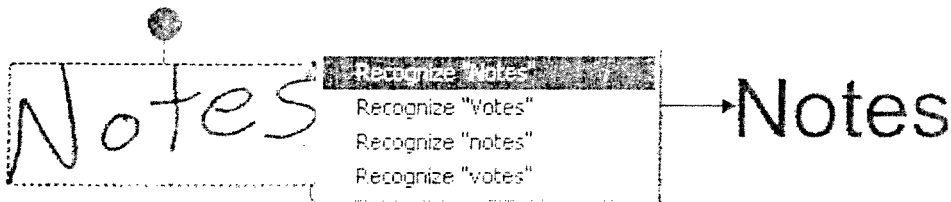
Select **Properties** from the drop-down menu to launch the Selection Properties dialog box, and change the color, line properties and transparency of an object.



Handwriting Recognition

If you have written something with a pen tool in Notebook software, you have the option of having your handwriting recognized and converted to text.

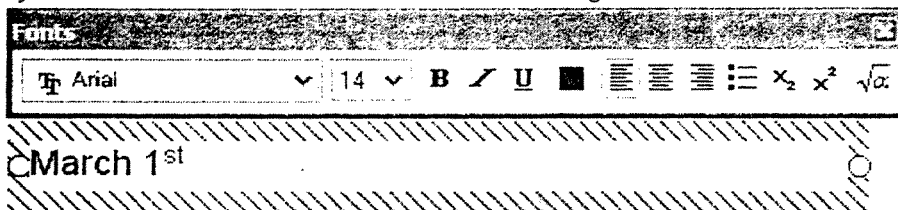
To convert a handwritten word to text, select the object drop-down menu and choose your word from the list.



Typed Text

To add typed text as an object to your Notebook file, you'll need to convert handwritten notes to text or type with a keyboard and press **Enter** when you have finished.

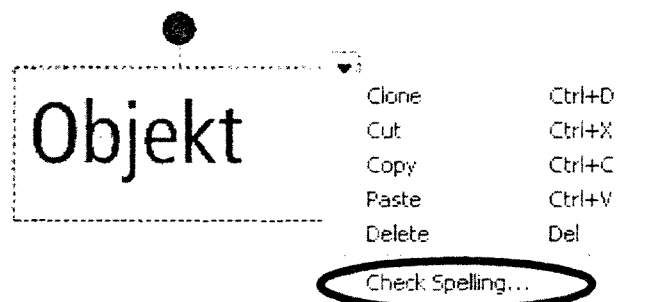
The Fonts toolbar appears while you are typing or after you double-press a text object. Use it to format properties, such as font size, color, alignment, subscript and superscript options. A number of mathematical symbols are available from the last icon on the right side of the toolbar.



Check Spelling

Select **Check Spelling** from the drop-down menu to check the spelling of a text object.

The Spelling Check dialog box will appear with a list of spelling suggestions if the spelling of the selected text object is incorrect. Select the correct spelling of the text object from the suggestions list, and press the **Change** button to correct the misspelled word.



TIP: Select **Edit > Spelling Check** from the Notebook software menu to check the spelling of all the text objects in your Notebook file.

Drawing Tools

Use the drawing tools – accessible from the Notebook software toolbar – to create your own objects.



Pen and Eraser Tools

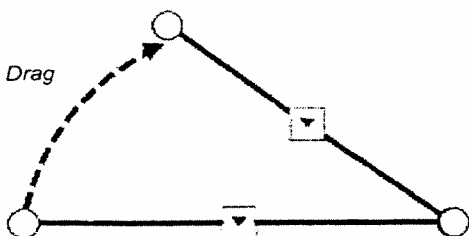
Select either the Pen or the Creative Pen tool from the Notebook software toolbar. Press on the surface, and drag either your finger or a pen to create an object.

Select the Eraser tool to erase anything you have created with a pen tool.



Line Tool

Press the Line button on the Notebook software toolbar to draw straight lines. Select any line made with the Line tool, and drag the end points to stretch it or change the angle.



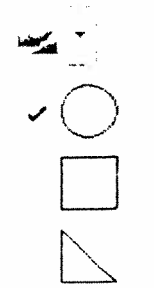
TIP: Hold down the **Shift** key while pivoting a line, and the line will snap in place every 45°.

Shapes Tool

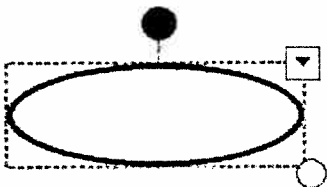
Enhance any activity with the Shapes tool on the Notebook software toolbar.

Create a Shape

- 1 Press the down arrow beside the Shapes button on the Notebook software toolbar, and a menu of shapes will appear
- 2 Select the shape you would like to use, and position your cursor on the page where you would like to create the shape
- 3 Press and drag your cursor until your shape is the desired size



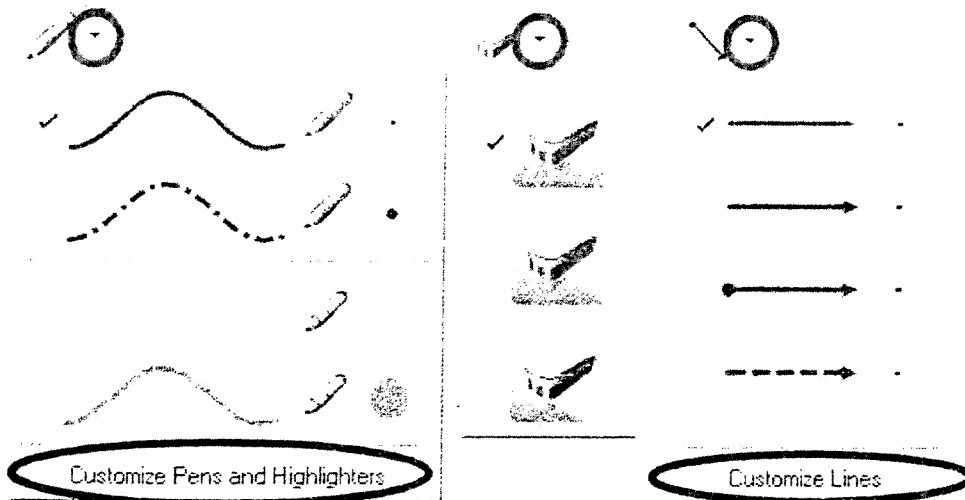
Once a shape is on your Notebook page, it can be modified the same way you modify other objects, using the rotation handle, the resize handle or the drop-down menu.



TIP: Using the pointer tool, double-press an object created with the shapes tool to add a label.

Customizing Drawing Tools

There is a drop-down arrow next to each of the drawing tools. Press it to select from a menu of options associated with the tool.



Some of the drop-down menus provide an option to customize the selected tool.

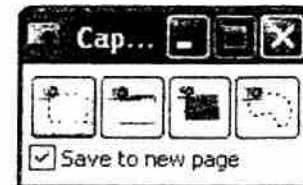
Inserting Images into Notebook Software





To add an image to your Notebook file you can do the following:

- Use the Screen Capture toolbar to capture images on your screen
- Use the Insert menu to import graphics or clip art from another location on your computer

Screen Capture Toolbar

The Screen Capture toolbar allows you to capture an image of your screen, a window or part of a screen to a Notebook page. To access the Screen Capture toolbar, press the **Capture** button (the camera icon) on the Notebook software toolbar.



Button	How to use it
	Press and drag to outline the rectangular area you want to capture. Release pressure after the area is selected.
	Press in the window you want to capture. Release pressure after the desired window appears as a hatched area.
	Navigate to the screen you want to capture, and press the button to capture the entire screen.
	Press and drag to create a freehand shape around the area you want to capture. Release pressure after the area is selected.

Importing Images with the Insert Menu

Insert a picture from a file on your hard drive or network by selecting **Insert > Picture File**, and use the dialog box to find and insert your picture.

You can import printed material, e.g., overhead transparency sheets if there is a scanner connected to your computer.

1 Select **Insert > Picture From Scanner**.

The Insert Scanned Picture dialog box opens.

2 Select a scanner from the list

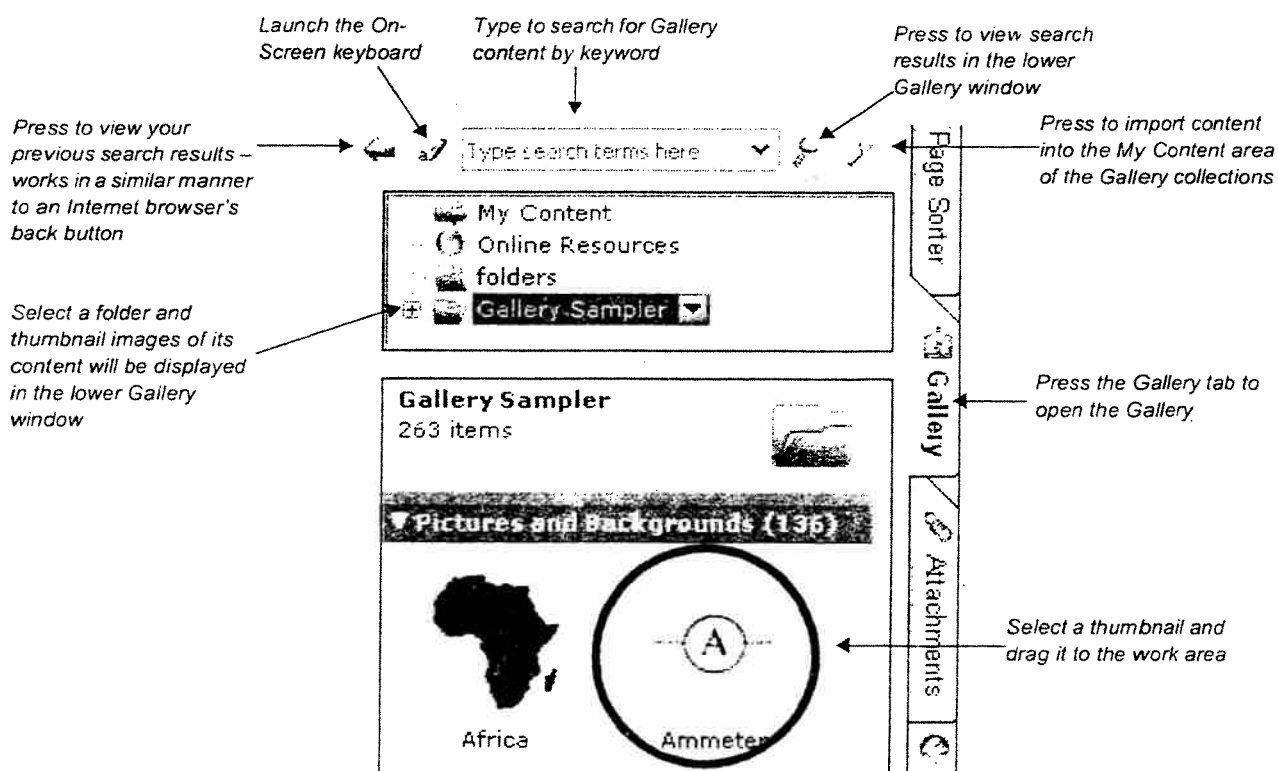
3 Press the **Scan** button

4 Scan your picture and adjust it as needed, following the instructions provided by the scanner's software

5 When the scan is complete, close the dialog box and return to Notebook software

The Gallery

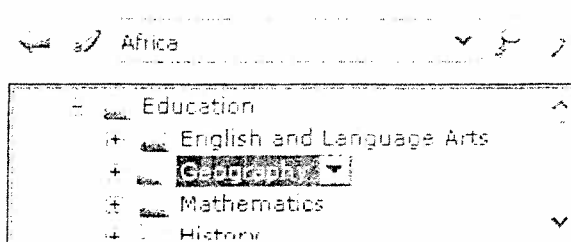
The Notebook software Gallery helps you quickly develop and deliver presentations in rich graphic detail. Thousands of images, pages, videos, Flash files and entire Notebook files are organized into searchable collections that will allow you to create attractive, reusable lessons.



Finding Gallery Content


There are two ways to find content in the Gallery. The search field at the top of the Gallery tab allows you to search by keyword – much like using an Internet search engine. You can also browse Gallery collections by selecting a folder.

You would use the Gallery's search function if you were looking for specific content related to a keyword, such as *Africa*. Browse through individual folders if you were looking for all the objects related to a general topic, such as *Geography*.



To search for objects in the Gallery using the search field, follow these steps:

- 1 Press once inside the search field
- 2 Type a keyword related to the type of object(s) you are looking for
- 3 Press the search button to display your results

TIP: Launch the On-Screen Keyboard by pressing the launch icon next to the **search** button. 

Objects in the Gallery

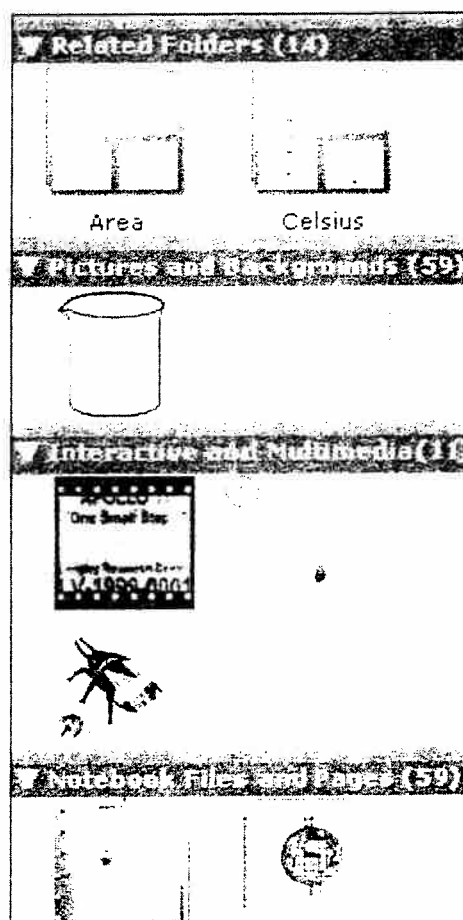
Objects are organized in the bottom area of the Gallery by Related Folders, Pictures and Backgrounds, Interactive and Multimedia, Notebook Files and Pages, and Lesson Activities.

Double-pressing a folder thumbnail in the **Related Folders** area will show all the objects contained within that folder.

Pictures and Backgrounds contains backgrounds and objects, e.g., graphics, photographs or text. You can drag an object to the work area to use as part of a lesson or to modify its properties. Drag a background to your notebook page and the color and design of the page background will change to match the properties of the background gallery item. Backgrounds are recognizable by the folded edge in the bottom left-corner and will always be inserted behind all the objects already on the notebook page.

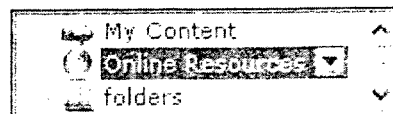
Interactive and Multimedia contains Flash, video files and objects with sound attached. Objects from this folder are used to add rich media content to a lesson or presentation.

Additional files and pages can be found in the **Notebook Files and Pages** and the **Lesson Activities** sections of the gallery. Notebook page thumbnails are identified by the folded edge in the top-right corner. Notebook files and lesson activities are recognizable by the coil binding on the left of their thumbnail image. Dragging a page, notebook file or lesson activity thumbnail to the work area will insert a new notebook page or series of pages directly after the active page.



Online Resources

Select **Online Resources** to access lesson activities, curriculum standards, classroom resources or additional Gallery content from the Internet.



NOTE: The Online Resources section requires an active Internet connection and a Web browser.

My Content

The My Content area is a Gallery collection reserved specifically for objects you have imported, captured or created. It is a good place to store objects that you will use in multiple presentations.

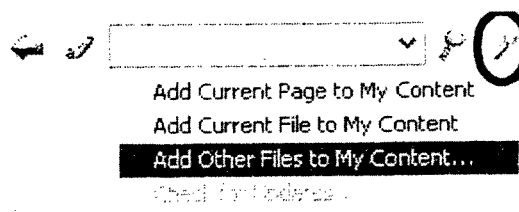
To add an item to the My Content area, drag an item from the work area to the My Content area.

If you often use a particular page layout, you can store a Notebook page as a thumbnail in the My Content area. All the objects associated with the stored page retain their properties. To reuse the stored page, drag its thumbnail from the My Content area to the work area.

You can also store an entire Notebook file in the My Content area. You might do this if you want to give a presentation multiple times. To launch a Notebook file from the My Content area of the Gallery, drag it to the work area.

To import files from your computer, follow these steps:

- 1 Select the **Gallery Actions** icon to the right of the search button
- 2 Select **Add Other Files to My Content** to launch the Add to My Content dialog box
- 3 Browse to the file you would like to add
- 4 Select the file you would like to add
- 5 Press the **Open** button



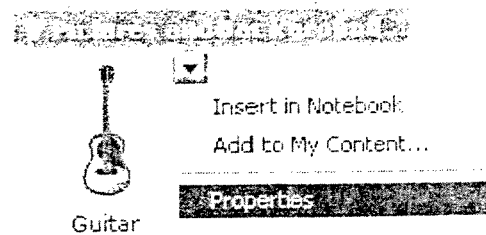
Your file will appear as a thumbnail in the My Content area of the Gallery.

Adding Keywords to Objects in the My Content Area

The search function in the Gallery works by scanning keywords associated with each Gallery item. When you add an item to the My Content area of the Gallery, you can provide keywords to the item so it is recognized by the search function.

To add keywords to a My Content item, do the following:

- 1 Press the item's thumbnail in the My Content area
- 2 Press the drop-down menu
- 3 Select **Properties** from the list to launch the Gallery Item Properties dialog box
- 4 Type keywords you would like associated with the item.
For example, you could type *Guitar*, *Music* and *Strings* if the Gallery item is a picture of a guitar.
- 5 Press **OK**

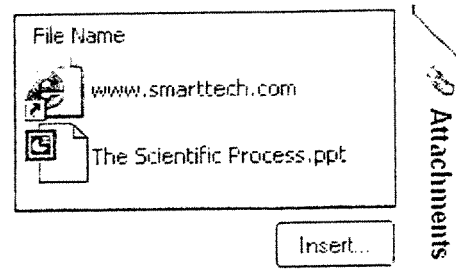


Search for the object using the assigned keywords.

The Attachments Tab

Make your presentations and lessons more cohesive. The Attachments tab allows you to link to supporting documents and Web pages directly from your Notebook file.

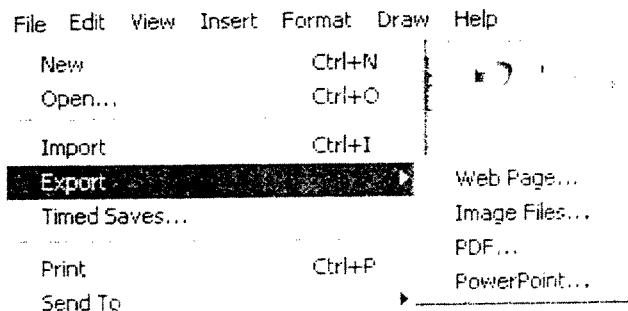
To insert a file, press the **Insert** button at the bottom of the Attachments tab, and browse to the file location, or enter the Internet address you would like to add to the attachments area. To open a file or Web page from the Attachments tab, double-press on its name.



Sharing Your Notebook File

There are several ways you can share your Notebook file with colleagues that are using Notebook software. The easiest way is to save your Notebook file – select **File > Save** – and let them browse to it.

You can also share your valuable content by selecting **File > Export** and save it as a Web page for Internet users or anyone who does not have Notebook software installed on their computer. The content can also be exported as a series of image files or a PDF. Export your Notebook file as a PowerPoint file if you want to add transitions to your slides.



skat.com → smarttech video 3-45, more video about smarttech
skool.com

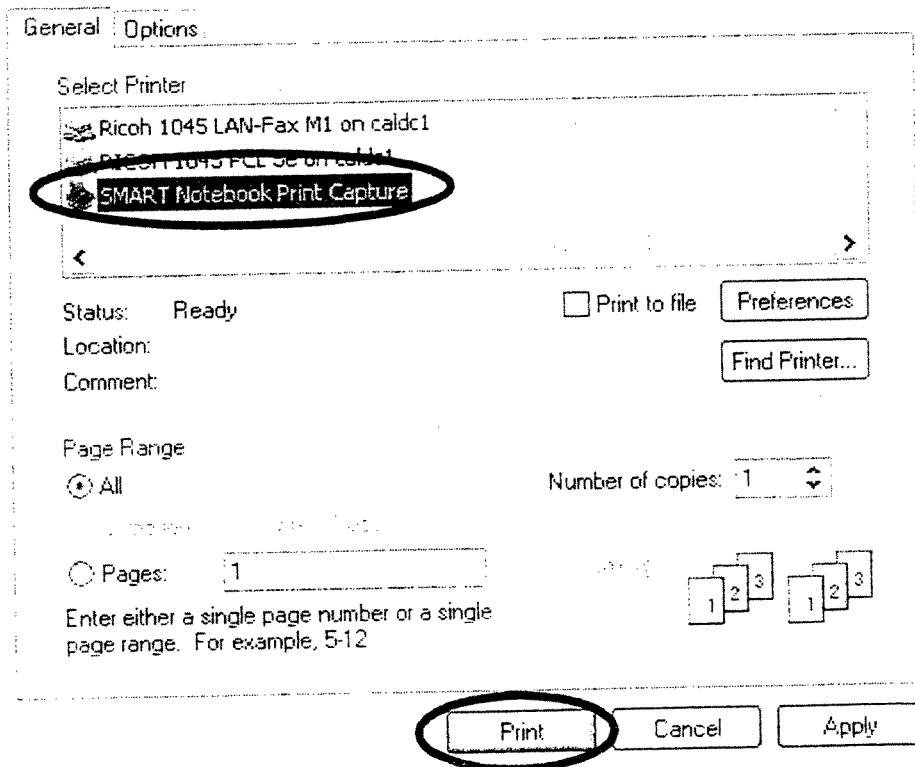
Notebook Print Capture

Print Capture allows you to add entire multi-page files from other applications, e.g., Microsoft Word, or long Web pages to your Notebook file. You might use this feature if you were discussing the content of a Web page, and you wanted to write notes in context.

Print Capture is similar to printing to paper. For each page that would normally appear on a separate piece of paper, a new Notebook page will be created.

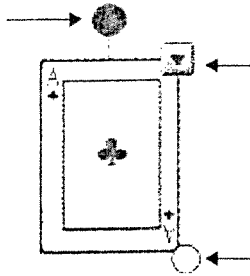
To print the content of a file or a Web page to Notebook software, do the following:

- 1 Open the file or Web page you would like to capture into Notebook software
- 2 Select **File > Print** – any application from which you can normally print will work
- 3 When the Print dialog box appears, select **SMART Notebook Print Capture** from the list of available Printers
- 4 Press **OK** to print to a Notebook file



Review: Notebook Software

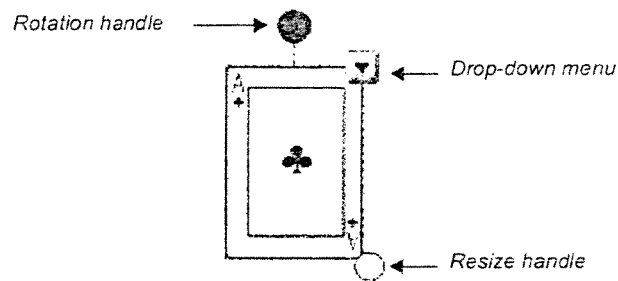
- 1 Label the rotation handle, the resize handle and the drop-down menu on the object below.



- 2 Describe how to move an object from one Notebook page to another.
- 3 Why would you add a link to an object that would direct you to another page in your Notebook file?
- 4 Describe how to save your Notebook file as a PDF file. Explain why you might want to do this.
- 5 Why would you use the Attachments tab?

Review: Notebook Software

- 1 Label the rotation handle, the resize handle and the drop-down menu on the object below.



- 2 Describe how to move an object from one Notebook page to another.

To move the object, drag it from the work area to a thumbnail in the Page Sorter.

- 3 Why would you add a link to an object that would direct you to another page in your Notebook file?

You might use this type of link when presenting a question in Notebook software. For example, you could ask a question, then ask a student to select one of the answers. The object containing the correct answer could link to a reward screen; the objects containing an incorrect answer could link to a screen with an object that encourages the student to try again.

- 4 Describe how to save your Notebook file as a PDF file. Explain why you might want to do this.

To save your file as a PDF, select **File > Export > PDF**. You would save your Notebook file as a PDF if you wanted to share your content with someone who did not have Notebook software on their computer or if you wanted to protect your content from changes.

- 5 Why would you use the Attachments tab?

You might use the Attachments tab to link to files and Web pages you would like to reference during a presentation or lesson. If the files or Web pages are linked from the Attachments tab, your presentation will be more cohesive because you will not need to spend time searching for the appropriate file or program on your computer.

Hands-On Practice:

Lesson Planning and Delivery with Notebook Software

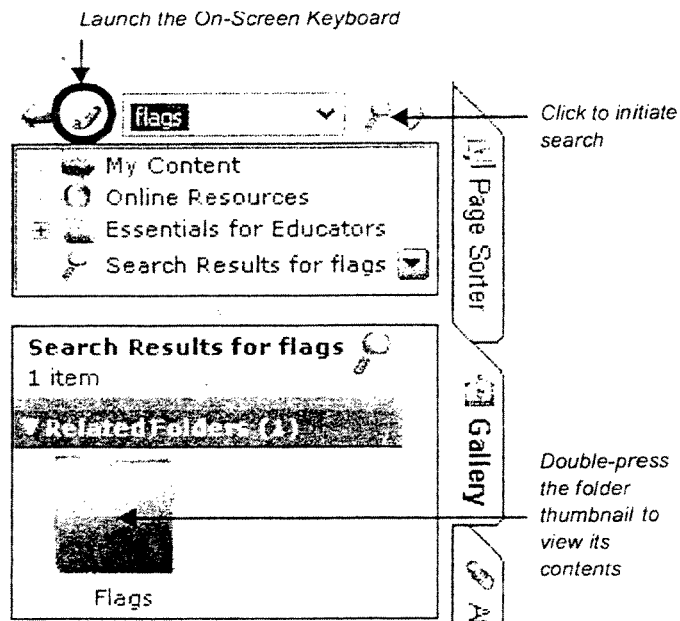
Preparing Your Lesson

You will prepare a geography lesson activity that asks students to match North American countries to their flags. You can use the concepts outlined in this *Hands-On Practice* to prepare and deliver lessons in other subject areas.

- 1 Open a blank Notebook file
- 2 Press the **Gallery** tab on the right-hand side of the Notebook interface to search or browse collections of SMART's custom pages, clip art, Flash animations and video files. For this example, you search for flags of North America.

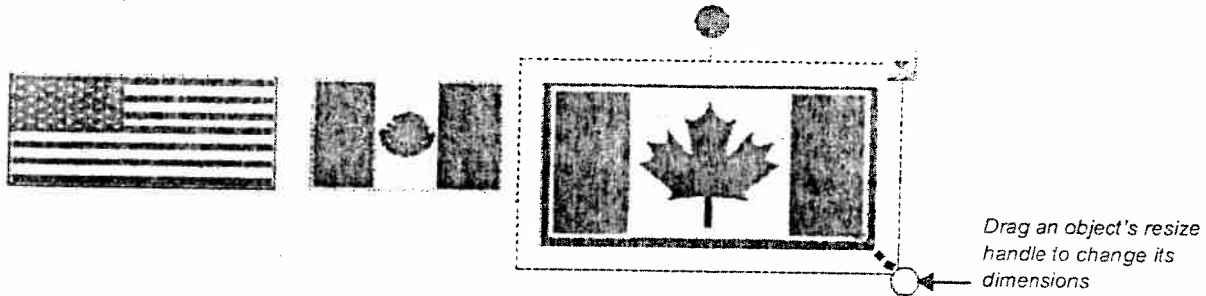
TIP: Deselect the **Auto-hide** check box to keep the Side Tab visible. This will provide you with easy access to the Page Sorter and Gallery tabs as you prepare and deliver your lesson.

- 3 Press the icon to the left of the search field to launch the On-Screen Keyboard
- 4 Type the keyword *flags* and press the **Search** button to initiate your search
- 5 Notebook software displays your search result(s) as a thumbnail image matching your search criteria. In this example, a folder named **Flags** will appear.
- 6 Double-press the folder thumbnail to view its contents
- 7 Scroll through the Gallery collection to find flags for the United States, Mexico and Canada. Drag each flag to the work area of your Notebook file.

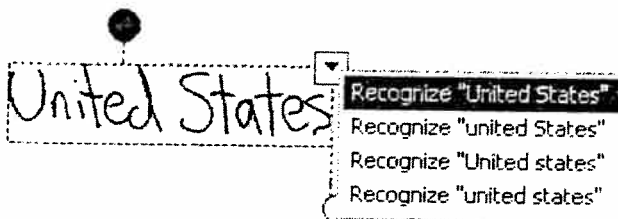


TIP: You can double-press the flag's thumbnail image to quickly add it to your work area.

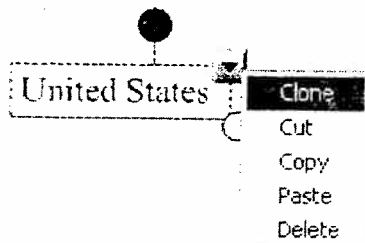
- 8 Resize each flag by diagonally dragging the resize handle. Ensure the flags are approximately the same size.



- 9 Align the flags horizontally
- 10 Write the name of each country in a different color
- 11 Select *United States*, for example, and choose the appropriate typed text from the object's drop-down menu. Convert Mexico and Canada from handwritten to typed text also.



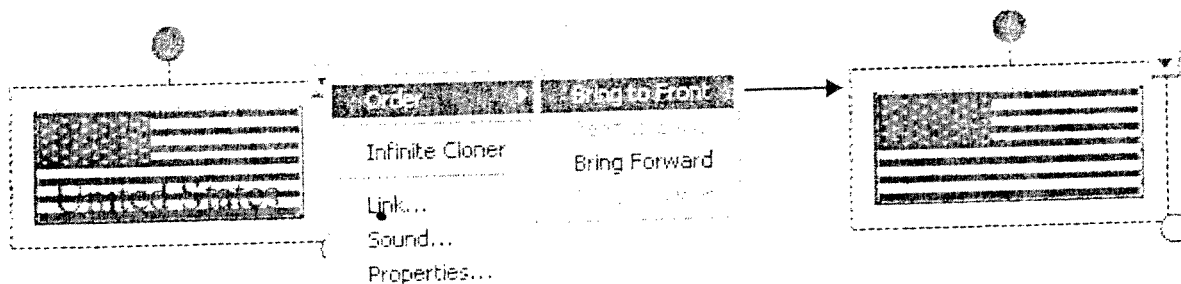
- 12 Select **Clone** from the object's drop-down menu to make a copy of the name of each country. There should be two country names for each flag.



- 13 Organize the names of each country so that one set of country names is placed in a vertical line on your work area. Drag the other country names over their corresponding flags.



- 14 Select the United States flag, for example, and choose **Order > Bring to Front** from the object's drop-down menu to cover the name *United States*. Complete this task for the Mexican and Canadian flags.



The United States flag is positioned behind the typed text

The United States flag is now positioned in front of the typed text

- 15 Press **File > Save** to save your Notebook file. Give your Notebook file a name and choose the location where you want to save it.

Using Your Lesson in the Classroom

After opening your saved Notebook file on the SMART Board interactive whiteboard, ask your students to drag the name of each country underneath its corresponding flag. Once the exercise is completed, remove the flags to reveal the correct answers.

TIP: Select a fun setting from the Creative pen menu to add check-marks to correct answers.

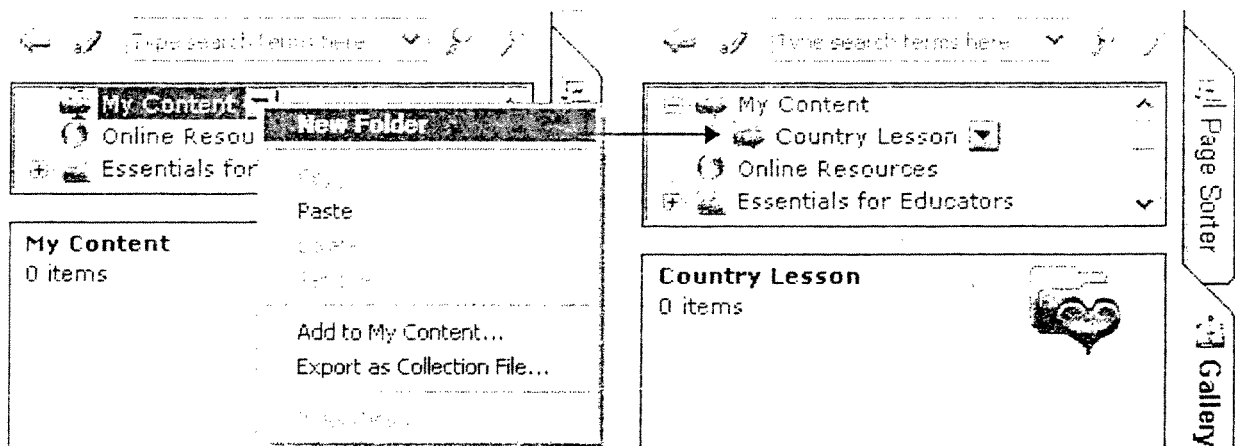
You can add as many pages to your Notebook file as you need to create additional lesson activities, such as labeling continents or identifying capital cities on regional maps.

Preparing Your Lesson: Advanced Features

The My Content area is a Gallery collection reserved specifically for objects and lessons you have in the past captured or created, such as the lesson you just finished preparing. It's also a good place to store objects and lessons you use frequently or want to share with your colleagues.

- 1 Open your geography lesson
- 2 Select the **Gallery** tab. By default, the My Content folder is selected.
- 3 Press the My Content drop-down menu and choose **New Folder**

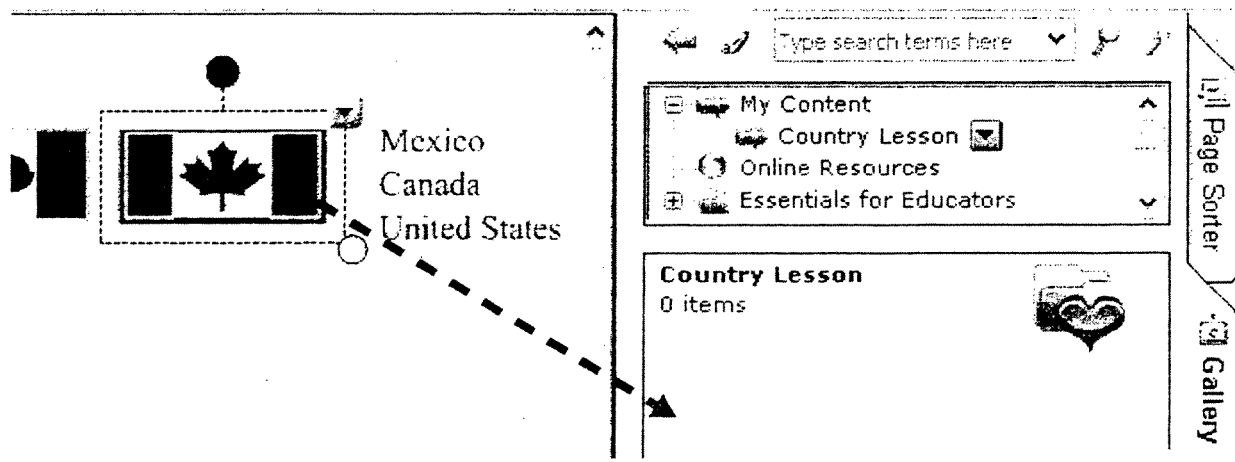
- Launch the On-Screen Keyboard and type *Country Lesson*. You have now created an area where you can store all objects related to your geography lesson.



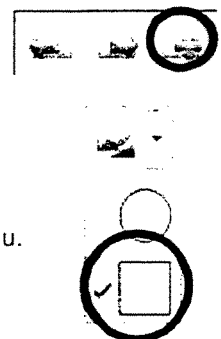
Create a new folder

Your new folder called *Country Lesson* appears under *My Content*

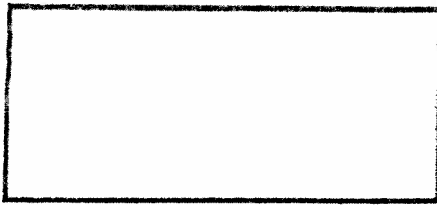
- Drag each flag and country name into your new Gallery collection. Your new Gallery collection now contains nine individual Gallery items – one flag and two names for each country.



- Select the **Page Sorter** tab. Insert a blank Notebook page by pressing the **Blank Page** button on the Notebook toolbar.
- From the Shapes drop-down menu on the Notebook toolbar, select the square. Position your cursor on the left side of your work area and draw a large rectangle.
- Select the **Pointer** tool from the Notebook toolbar. Fill the rectangle with color by selecting the rectangle then choosing **Properties** from the object's drop-down menu.

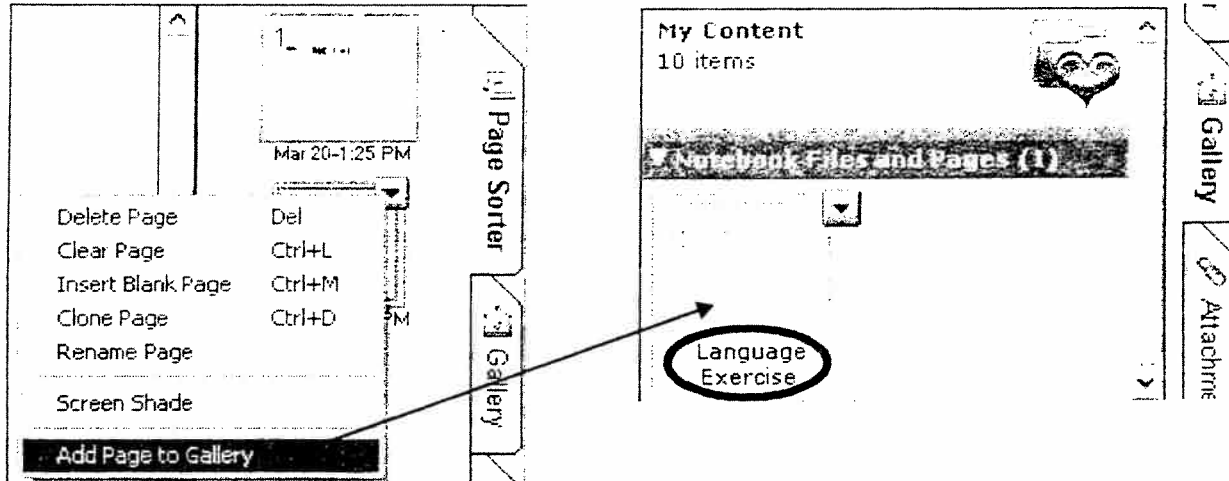


- 9 To the right of the rectangle, write or type *Official Languages:* and below this write or type *English, Spanish, English and French*



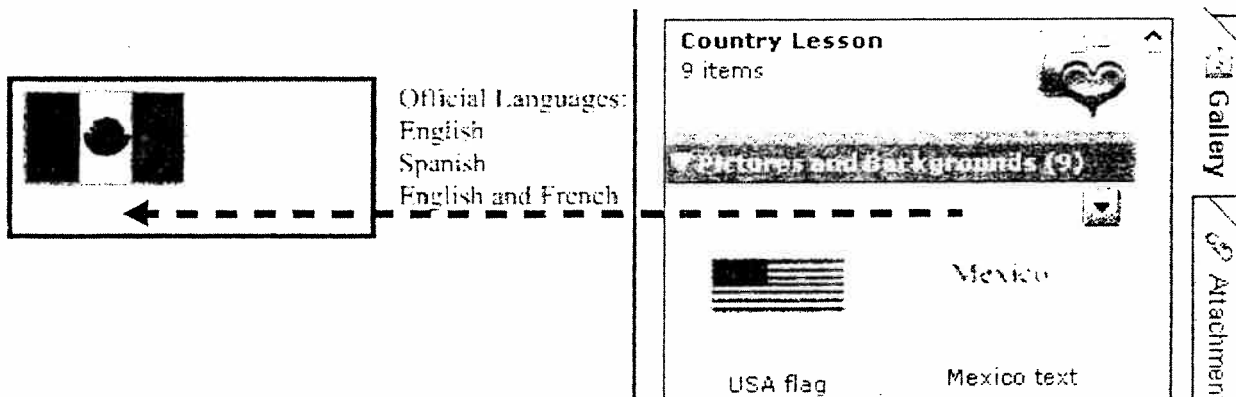
Official Languages:
English
Spanish
English and French

- 10 Press the page thumbnail's drop-down menu in the Page Sorter tab. Select **Add Page to Gallery** to place the entire Notebook page into the My Content area of the Gallery collections. This gives you quick and easy access to Notebook pages for lesson planning and delivery.



TIP: Name your new Notebook page *Language Exercise* so you can organize your Gallery items into meaningful groups.

- 11 Drag the Mexican flag from the My Content area to the top left corner of the rectangle you created in step seven. Then drag the word *Mexico* to sit directly below the flag.



- 12 Drag the Language Exercise page you created in step 10 to the work area of your Notebook file. This will automatically insert a new Notebook page directly after the active Notebook page.

13 Repeat steps 11 and 12 using the Canadian and United States flags and associated text

14 Press **File > Save** to save your Notebook file

TIP: Share your geography lesson with other colleagues using the SMART Board interactive whiteboard in the classroom. Select **Export as Collection File** from the My Content drop-down menu to distribute your electronic file.

Using Your Lesson in the Classroom

Invite your students up to the SMART Board interactive whiteboard to draw an arrow from the official language text to the corresponding flag using the Line tool or a pen from the pen tray. You can hide the correct answers behind the rectangle or flags.



Official Languages:
English
Spanish
English and French

Congratulations!

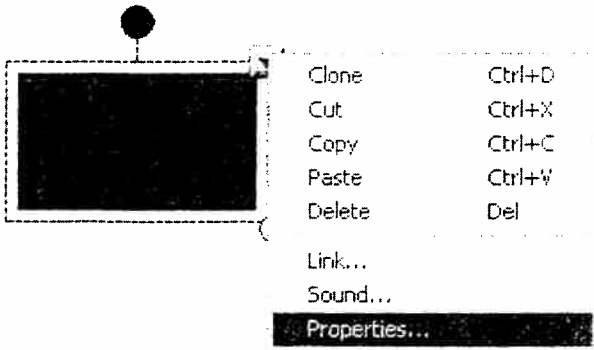
You have completed the *Lesson Planning and Delivery with Notebook Software on a SMART Board Interactive Whiteboard Hands-On Practice*.

Hands-On Practice: Using Notebook Software in the Office

Preparing Your Meeting Template

As a corporate professional, you want to use the SMART Board interactive whiteboard during in-house and client meetings to show that you are technically savvy – not to mention that it's a great way to collaborate on issues and brainstorm new ideas. All meetings take place in the main boardroom where your SMART Board interactive whiteboard is located. In this *Hands-On Practice*, you will create a standard template on your desktop computer to prepare for an upcoming meeting discussing a workflow issue.

- 1 Open Notebook software
- 2 Select the square from the **Shapes** drop-down menu on the Notebook software toolbar. Position your cursor at the bottom of the Notebook page and drag it across to draw a rectangular shape
- 3 Select the **Pointer** tool from the Notebook software toolbar. Click on your rectangle and select the object's drop-down menu in the upper-right-hand corner of the shape. Choose **Properties** and change the Fill Color to blue, then click **OK**.

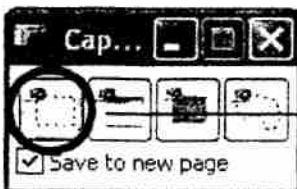


- 4 Click the **Capture** button on the Notebook software toolbar to launch the Capture toolbar. Open your corporate Internet or Intranet site. The Capture toolbar will float over your Internet browser.

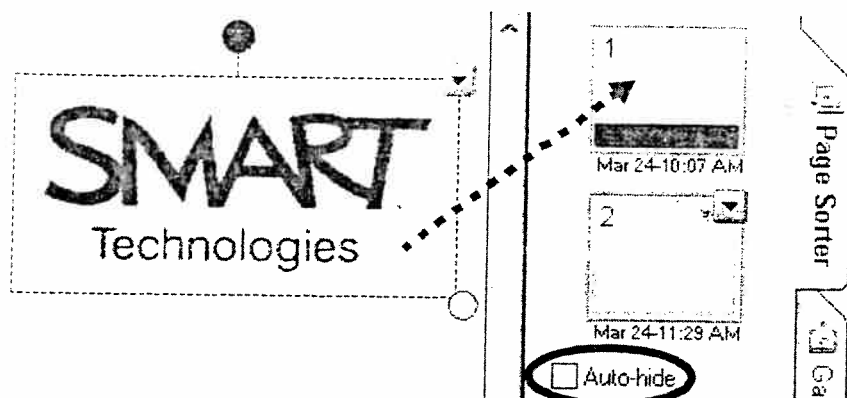


NOTE: For this exercise, SMART's corporate logo will be used.

- 5 Select the **Area Capture** button. Click and drag your cursor to outline your company's logo. Release pressure once the area has been selected. Your selection will be captured as a graphic and placed directly into your Notebook file. It will appear on a new Notebook page.

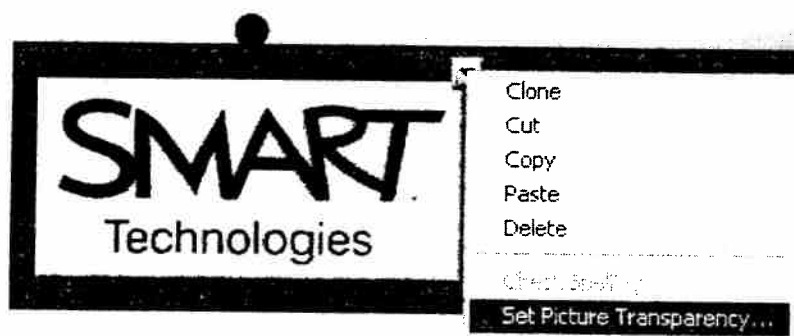


- 6 Return to your Notebook file and drag your logo to the Notebook page on which you drew the rectangle

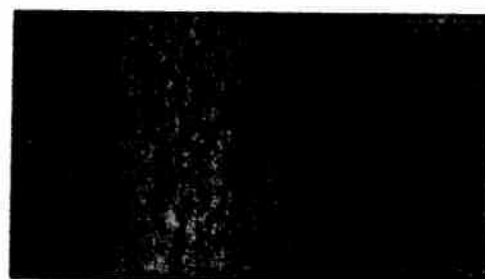
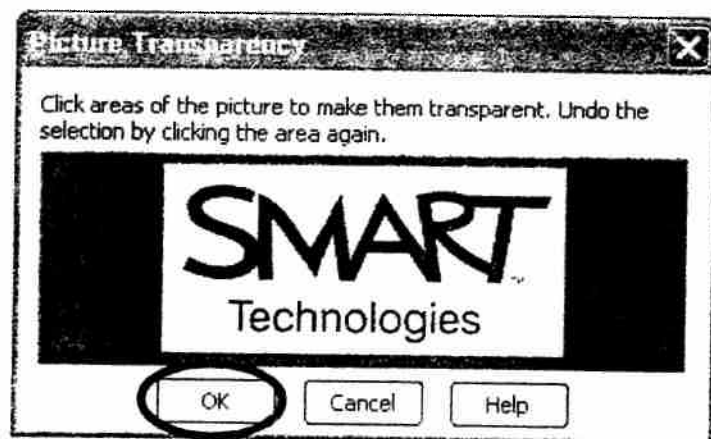


NOTE: If the Page Sorter tab closes before you can drag the logo to the first Notebook page, deselect the **Auto-hide** check box to keep it visible.

- 7 Select the Notebook page containing the blue rectangle and logo. Drag the logo to the bottom left corner of the page so that it is positioned over the rectangle.
- 8 Click on the logo and select the drop-down menu. Choose **Set Picture Transparency**. The Picture Transparency dialog box will appear.

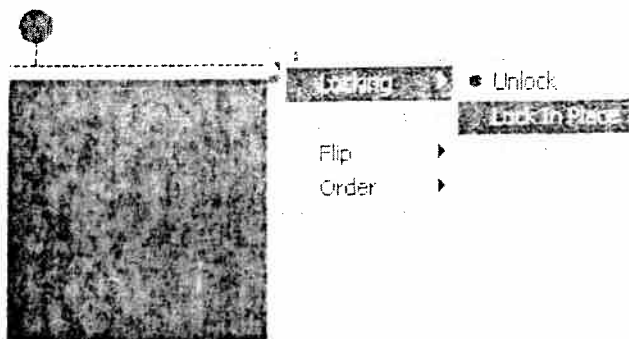


- 9 Select the white background of the logo to make it transparent against the blue rectangle. Click **OK**.

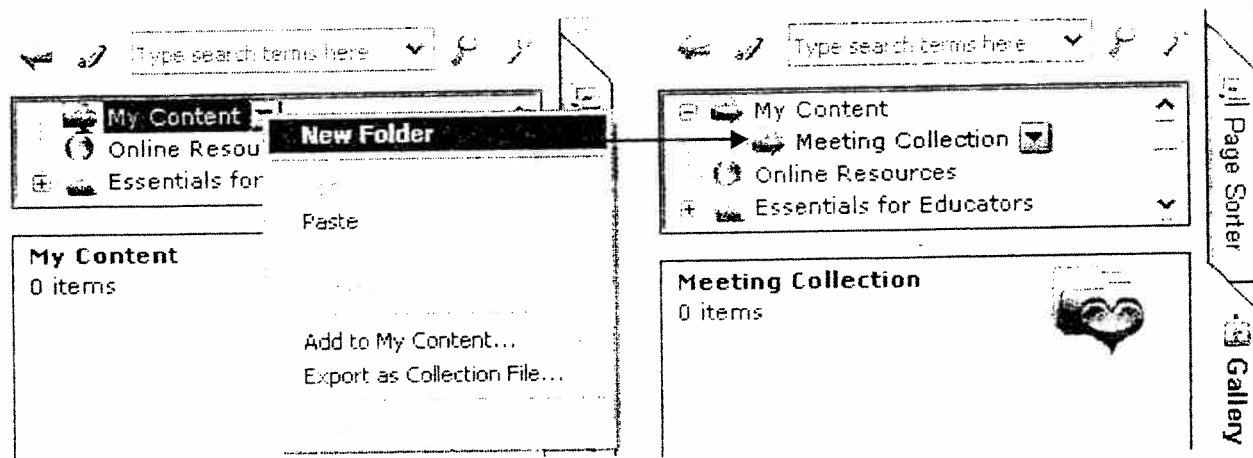


Logo with transparent background

- 10 Click on the blue rectangle and select the object's drop-down menu. Choose **Locking > Lock in Place**.



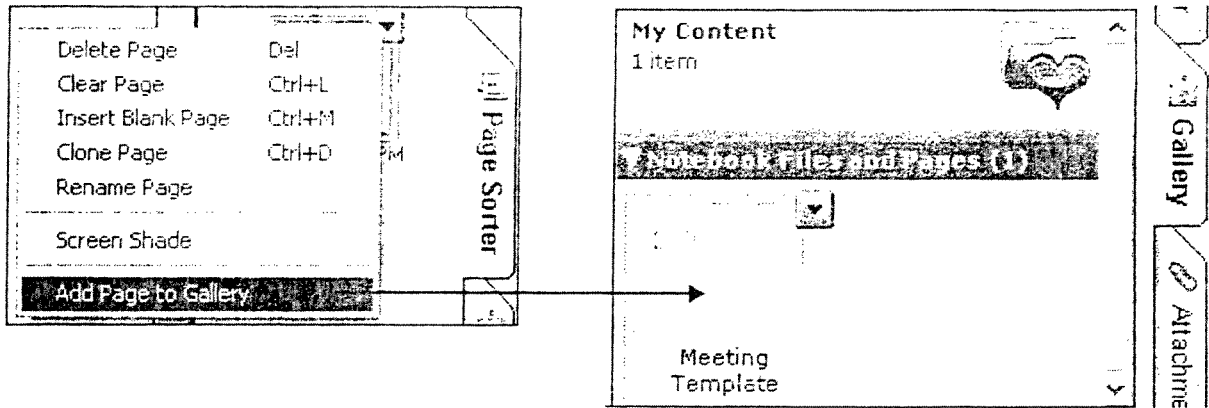
- 11 Click on the logo and select **Locking > Lock in Place**. This will keep the graphics consistent and in the same position at the bottom of the Notebook page.
- 12 You know the majority of presentations will be more than one page, and you want to use this template on every page created. Select the **Gallery** tab. By default, the My Content folder is selected.
- 13 Select the My Content drop-down menu, choose **New Folder** and name it *Meeting Collection*



Create a new folder

Your new folder called Meeting Collection appears under My Content

- 14 Click on the **Page Sorter** tab, then click on the page's drop-down menu. Select **Add Page to Gallery**. Your meeting template is now stored in the My Content area of the Gallery Collections. Any items you collect in the My Content area of the Gallery will remain on the computer you are using – in this case, your desktop computer.



- 15 Click **File > Save** on the Notebook software menu to save your Notebook file. Name your file, and choose the location where you want to save it.
- 16 Click **File > Save Page As Gallery Item** on the Notebook software menu and save the template on the company's computer network. Name the file *Meeting Template*. Your colleagues can now access the template from the main boardroom's computer, for example, for future meetings and impromptu presentations.

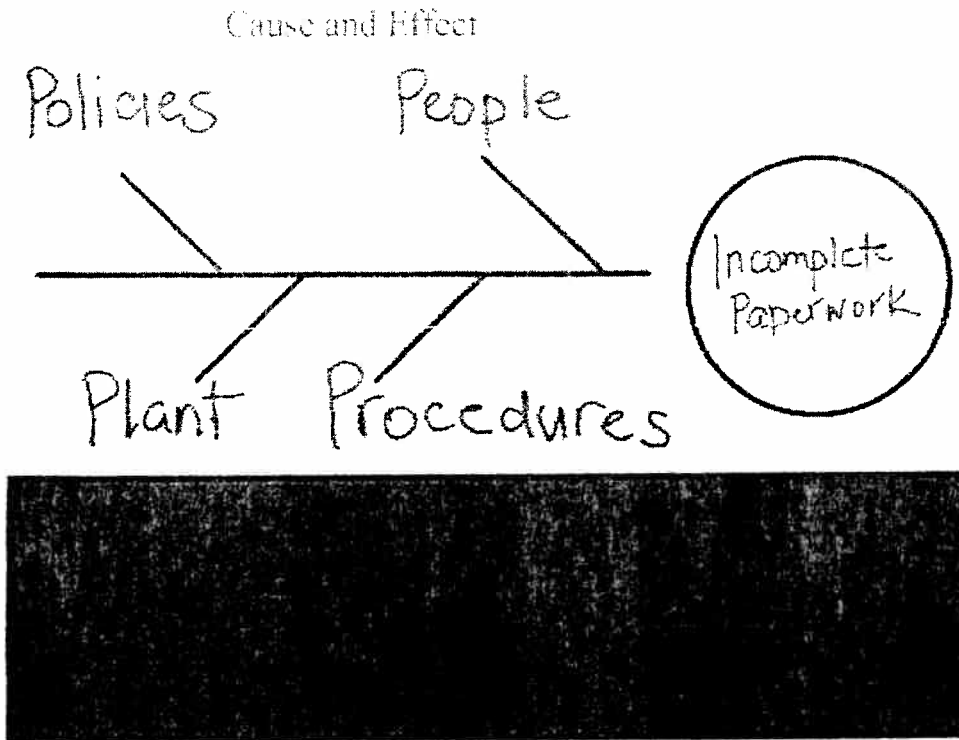
How Would I Use My Template?

Now that you have created the template, you and your colleagues can use it every time you create a presentation or lead a brainstorming session on the interactive whiteboard in the main boardroom. These next steps will show you an example of how to use the drawing tools and your template together by creating a cause-and-effect diagram to address a workflow issue mentioned earlier. You will be delivering this session on a SMART Board interactive whiteboard.

- 1 Double-press the Meeting Template file you saved on the company's computer network to launch Notebook software. Your blue rectangle and logo will appear on the first Notebook page in the Page Sorter tab.
- 2 Select **Clone Page** from the Notebook page's drop-down menu to create extra Notebook pages in your presentation
- 3 Use a pen from the pen tray to write *Cause and Effect* on the work area. Select the written text and choose the appropriate typed text from the object's drop-down menu. Resize and center the words so the page can act as your title page.



- 4 Use the **Line** tool in the Notebook software toolbar to draw a horizontal line and four connecting lines
- 5 Use the **Shape** tool to draw a circle at the head of your diagram, and write *Incomplete Paperwork*.
This is the effect of the workflow issue that needs resolution.



- 6 Continue brainstorming around the workflow issue and write down all the possible causes of the incomplete paperwork
- 7 Press **File > Save** to save your Notebook file

Congratulations!

You have completed the *Using Notebook Software in the Office Hands-On Practice*.

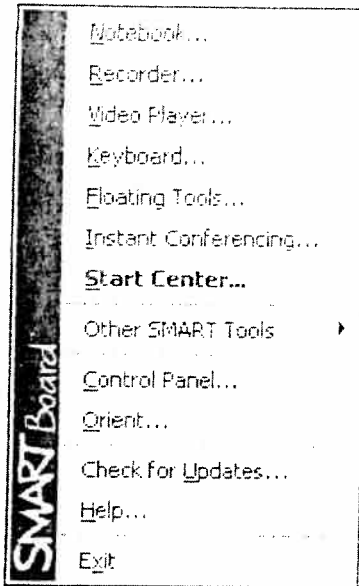
SMART Board Tools

Why Would I Use SMART Board Tools?

*SMART Board tools include functions that help you operate the interactive whiteboard more effectively.
SMART Board tools also include multimedia tools that allow you to create and present dynamic content.*

Accessing SMART Board Tools

Press the SMART Board icon in the Windows Notification Area in the bottom right of your screen to access the SMART Board Tools menu.



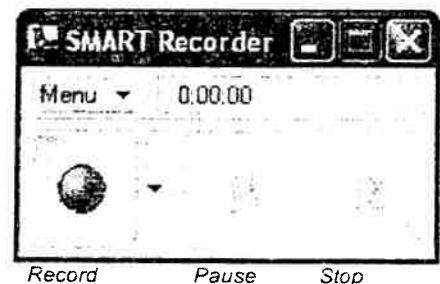
SMART Board Tools menu

NOTE: Notebook software is covered in detail in the previous section of the *Learner Workbook*; the On-Screen Keyboard and Orient function are covered in the Getting Started section.

SMART Recorder

With SMART Recorder, you can make a video file of everything you do on an interactive whiteboard, no matter which applications you're using. You can then play the recording on any computer with SMART Video Player or Windows Media Player (available free from www.windowsmedia.com/download).

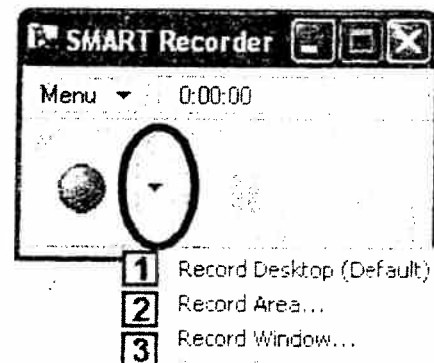
The three-button interface allows you to control the recording process.



SMART Recorder – Record Button Drop-Down Menu

To access the Record button drop-down menu, select the arrow beside the Record button. You can choose the region of your desktop that will be recorded. In the default setting, SMART Recorder will record the entire desktop.

- 1 Record Desktop:** Records every action you perform on the desktop
- 2 Record Area:** Prompts you to choose the area of the screen you would like to record
- 3 Record Window:** Prompts you to choose a window that you would like to record

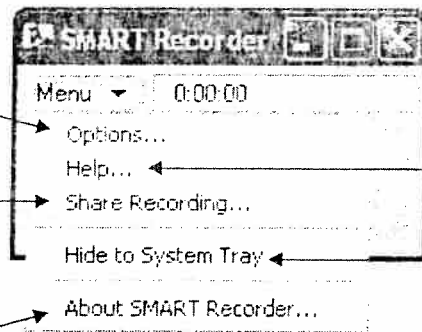


SMART Recorder – Menu

Changes the audio and video settings

Changes a video recorded in SMART Recorder video format to a file playable on any computer running a Microsoft Windows operating system

Displays legal and technical information about SMART Recorder



Opens the SMART Board software Help Center

Hides the SMART Recorder interface (it is still accessible through an icon in the Windows Notification Area)

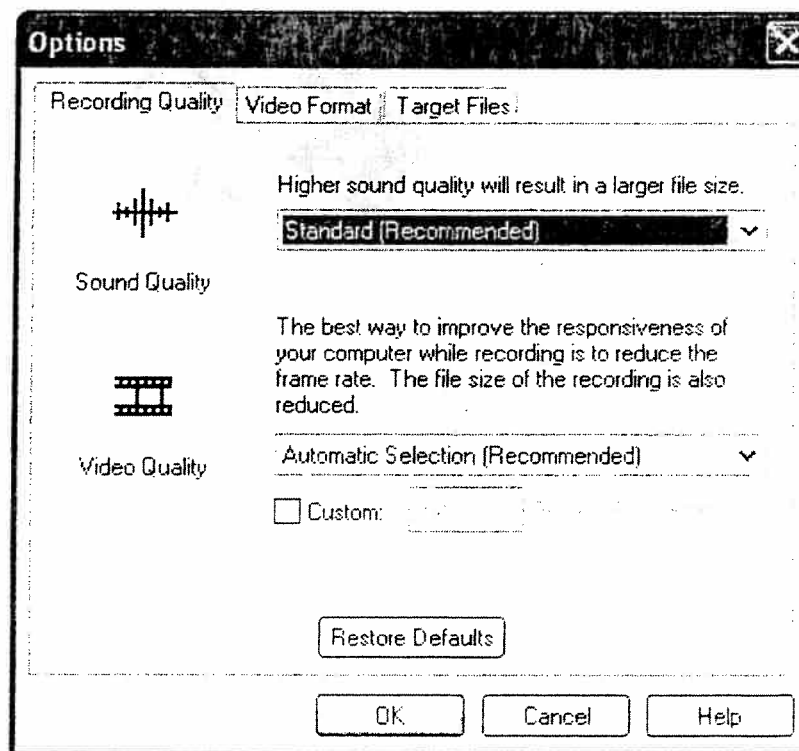


Recorder Options

Select **Options** from the recorder **Menu** to launch a dialog box that allows you to control audio and video settings. For example, you can change the number of frames per second you record. Movies recorded at a low frame rate have a smaller file size than those with a higher frame rate, but the visual quality of the movie is reduced.

The **Video Format** tab allows you to choose a file format to save your movie. The Microsoft Video option creates a file that can be viewed with any Windows Media Player. The SMART Recorder Video option creates a more compressed file, resulting in a smaller file size. This file can be viewed with Windows Media Player only if SMART Board software is installed on the computer playing the video.

Select the **Target Files** tab to change where your Recorder files are saved on your computer.

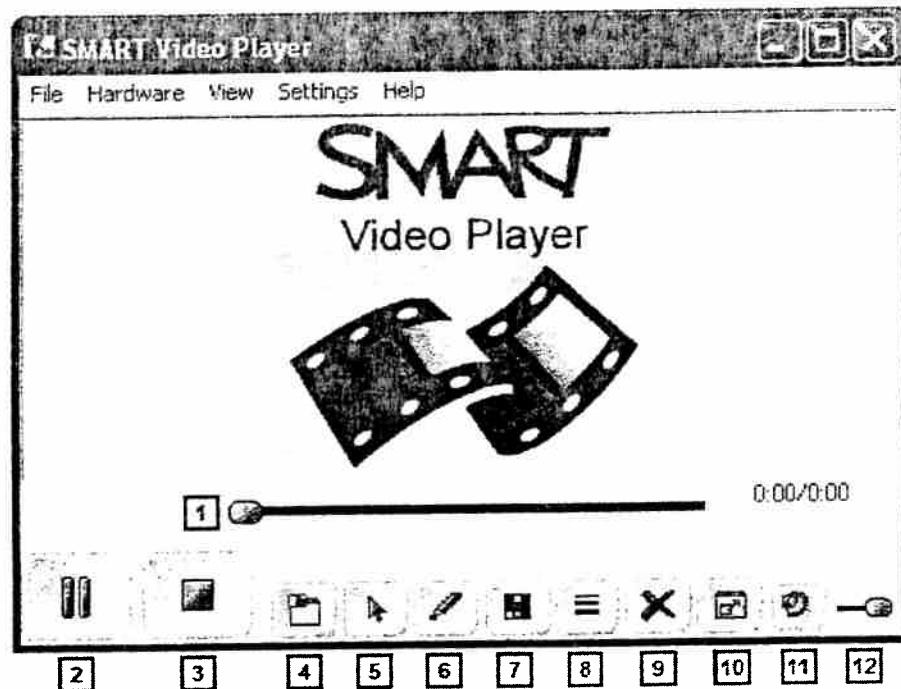


SMART Video Player

Use SMART Video Player to write over a frame of video and capture your notes to Notebook software. You can use SMART Video Player to play video files located on your computer or view content from a camera, VCR, CD-ROM or DVD. SMART Video Player is compatible with most video cameras and document cameras.

Playing and Controlling Video Files

Open SMART Video Player from the SMART Board Tools menu. Select **File > Open** and browse to a video file on your computer. Your video will play in the SMART Video Player window.



- | | |
|--|--|
| 1 Progress Bar: A graphical reference used to show how much time is remaining in a movie | 7 Pen Color: Change the color of the pen |
| 2 Play/Pause: Play or pause the movie | 8 Line Width: Change the line thickness of the pen |
| 3 Stop: Stop the movie and rewind it to the beginning | 9 Clear Screen: Remove any notes written over the video |
| 4 Image Capture: Capture the current frame to Notebook software | 10 Full Screen: Use the entire screen to display the video |
| 5 Cursor: Return the mouse to cursor mode | 11 Mute: Stop all sound |
| 6 Pen: Use the cursor as a pen tool | 12 Volume Slider: Increase and decrease the volume |

Pause While Writing

The default setting for Video Player is to pause whenever a pen tool being used.

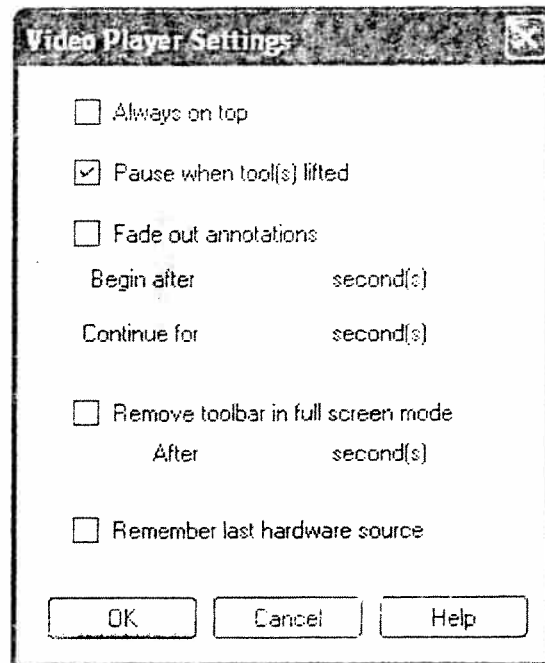
If you would like the video to continue playing whenever you are using a pen or eraser, do the following:

- 1 Select **Settings > Video Player Settings**
- 2 De-select the **Pause when tool(s) lifted** check box
- 3 Press **OK**

Fading Out Annotations

As the video plays, you might want your notes to disappear without having to press the Clear Screen button. To enable/disable the Fade Out Annotations option, do the following:

- 1 Select **Settings > Video Player Settings**
- 2 Select or de-select the **Fade out annotations** check box
- 3 Designate the amount of time (in seconds) that should pass before the digital ink begins to fade and how long it should take to clear the screen
- 4 Press **OK**

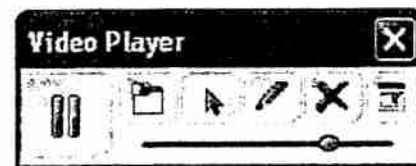


Controlling the Screen Size of Your Video

SMART Video Player includes three views: 100%, 200% and Full Screen. To control the viewing size of your video, select the desired size from the View menu.

If you select 100% or 200%, the video plays in a window that includes a title bar, menu bar, toolbar and status bar. However, the full-screen view uses the entire interactive whiteboard or screen, so neither the menu nor the toolbar are visible.

When you select the full-screen view, a different toolbar appears with buttons for playing and pausing the video, as well as for capturing and clearing your writing. This toolbar also includes a button for returning to normal view.



Full-screen toolbar

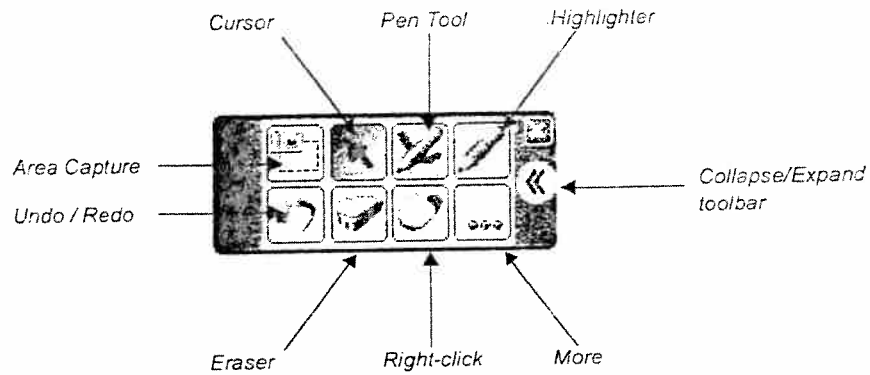
Using Input from Video Hardware










When you connect a video hardware device (such as a VCR or video camera) to your system, SMART Video Player detects the device and adds it to the Hardware menu. Select the hardware device you want from the Hardware menu.

Floating Tools

The features you use most are literally at your fingertips with the Floating Tools toolbar.

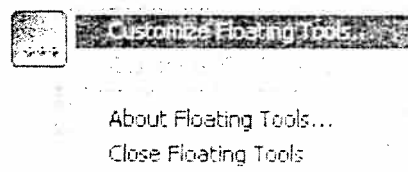
To launch the Floating Tools, select the SMART Board icon located in the bottom right of your screen and choose **Floating Tools** from the SMART Board Tools menu.



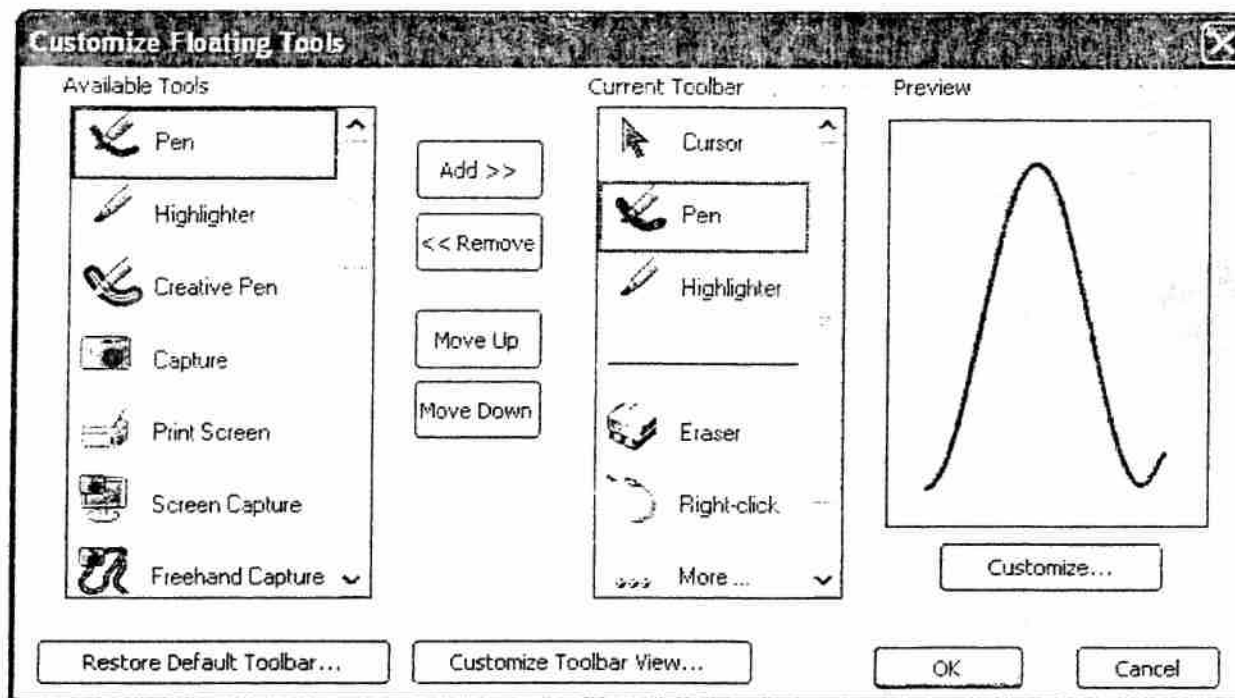
Button	Use this button to
	Capture an area of the screen into Notebook software
	Stop using other tools and return the cursor to mouse mode
	Write or draw in digital ink
	Highlight an area of the screen with translucent ink for emphasis
	Undo your previous action. This tool toggles between two states, Undo and Redo.
	Redo an action you cleared in error. This is the second of the two states mentioned above.
	Erase digital ink
	Make your next press on the interactive whiteboard a right-click
	Open the drop-down menu to personalize toolbar functions

Customizing the Floating Tools

Press the **More** button and select **Customize Floating Tools** from the drop-down menu to launch the Customize Floating Tools dialog box.



Adding and Removing Tools



To add a tool to the Floating Tools toolbar, do the following:

- 1 Select a tool from the Available Tools menu
- 2 Press the **Add >>** button to add the selected tool to the Current Toolbar menu
- 3 Press **OK** and the selected tool will be added to the Floating Tools toolbar

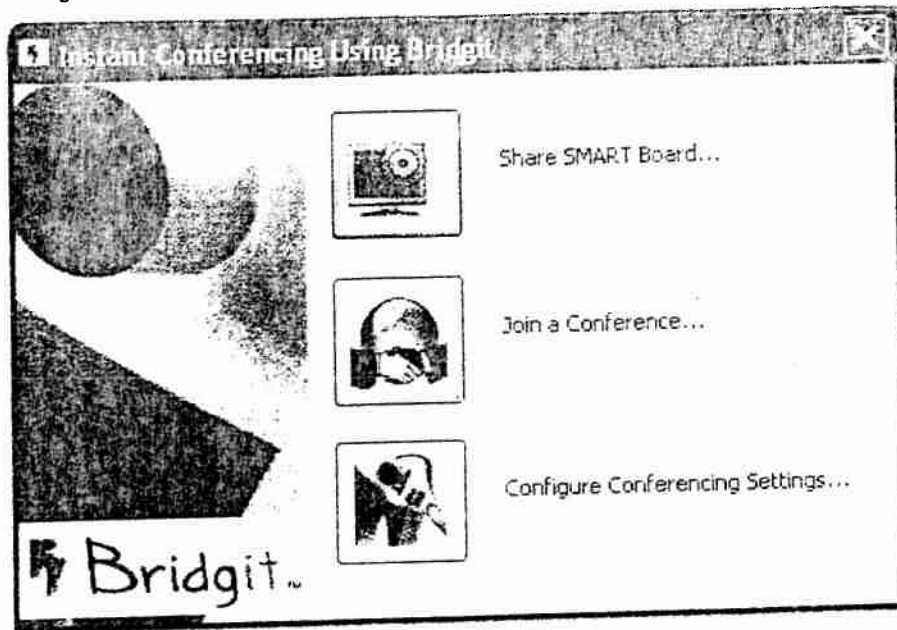
To remove a tool from the Floating Tools toolbar do the following:

- 1 Select a tool from the Current Toolbar menu
- 2 Press the **<< Remove** button and the selected tool will be removed from the Current Toolbar menu
- 3 Press **OK** and the selected tool will no longer appear in the Floating Tools toolbar

TIP: Press the **Restore Default Toolbar** button in the bottom left of the Customize Floating Tools dialog box to return the Floating Tools toolbar to the Classic Tool Set or the Creative Tool Set.

Instant Conferencing

Select **Instant Conferencing** from the SMART Board Tools menu to launch the Instant Conferencing Using Bridgit™ dialog box.



Press the **Share SMART Board** button to share your computer's desktop with meeting or lesson participants over the Internet. The Create Conference dialog box will guide you through the steps required to start your conference and prompt you to invite attendees to your conference.

Press the **Join a Conference** button to launch the Bridgit conferencing software dialog box. Type the Internet address of the server hosting the conference you would like to join in the Server Name text field and press the connect button to see a list of conferences available on the selected server. The person who started the Bridgit conference should be able to supply you with the server's Internet address.

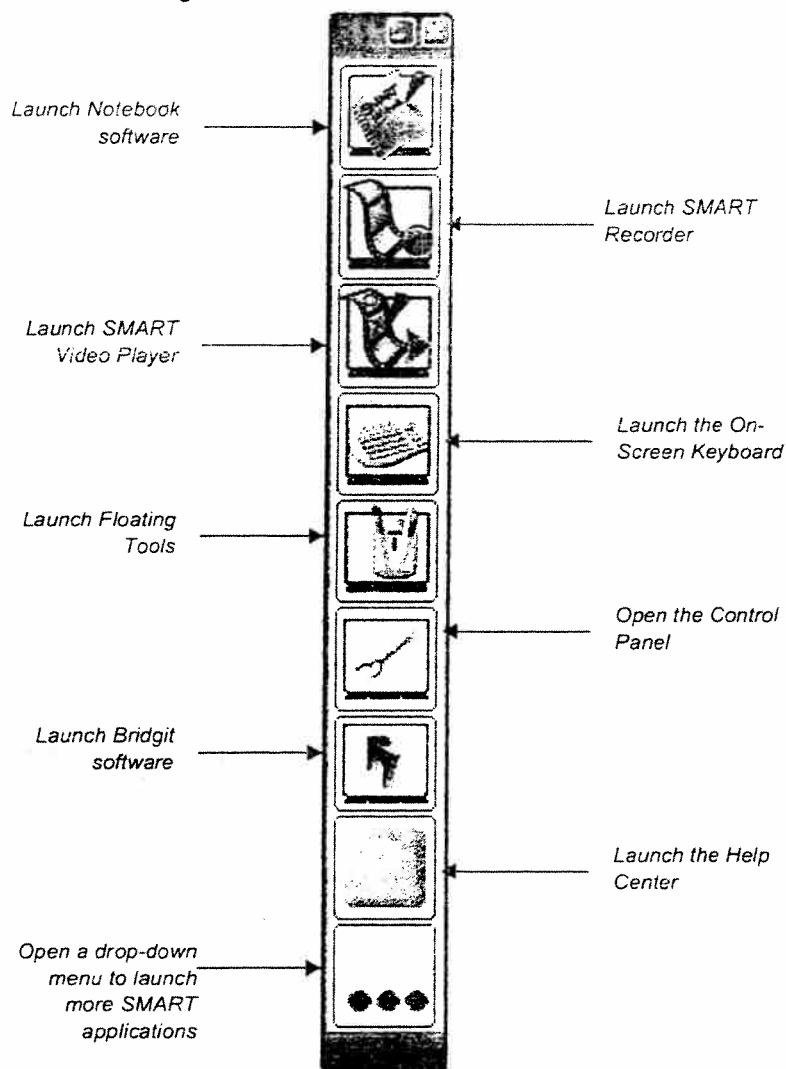
Press the **Configure Conferencing Settings** button to view or edit information regarding the server name used to host a conference, your user name and your account password.

Learn more about Bridgit software by downloading a Quick Reference Guide from www.smarttech.com/trainingcenter/windows/trainingmaterials.asp.

Take a free online training session about Bridgit software. Details, dates and times of online sessions are available at www.smarttech.com/trainingcenter/windows/trainingmaterials.asp.

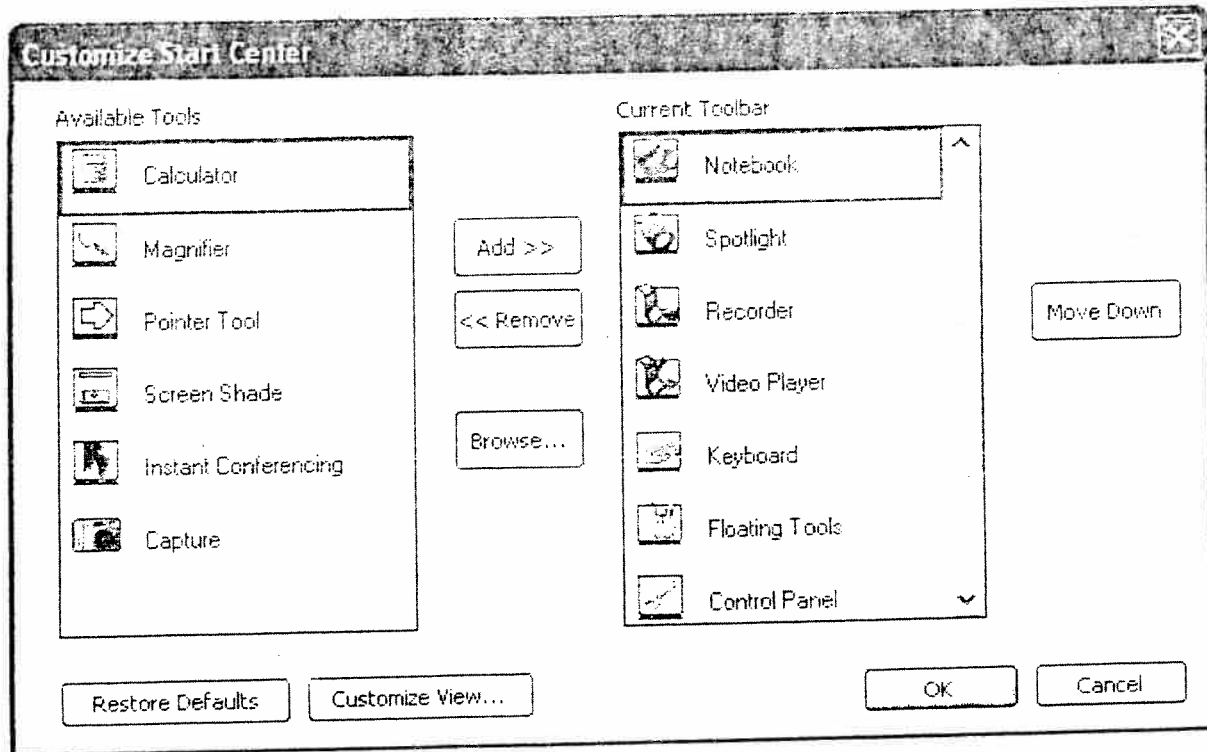
Start Center

The Start Center is a convenient toolbar that gives you access to the most commonly used SMART Board interactive whiteboard tools. Launch the Start Center by pressing the SMART Board icon in the bottom right corner of your screen and selecting **Start Center**.



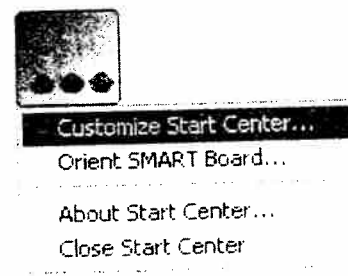
TIP: You can also launch the Start Center by double pressing the SMART Board icon in the bottom right corner of your screen.

Customizing the Start Center



To add an application to the Start Center, complete the following steps:

- 1 Press the **More** button and select **Customize Start Center**
- 2 Select a tool from the Available Tools menu
- 3 Press the **Add >>** button
- 4 Press **OK**, and the selected tool will be added to the Start Center



To remove an application from the Start Center, complete the following steps:

- 1 Press the **More** button and select **Customize Start Center**
- 2 Select a tool from the Current Toolbar menu
- 3 Press the **<< Remove** button to remove the tool from the Available Tools menu
- 4 Press **OK**, and the tool will no longer appear in the Start Center

TIP: Press the Restore Defaults button in the bottom left corner of the Customize Start Center dialog box to return the Start Center to its original configuration.

Other Tools

Launch the additional SMART Board tools by pressing the SMART Board icon in the bottom right corner of your screen and select **Other SMART Tools**. Some of the tools available from the Other SMART Tools menu are the Screen Capture Toolbar, Pointer, Screen Shade, Spotlight and Magnifier.

The Screen Capture Toolbar is covered in the Notebook Software section of the Learner Workbook.

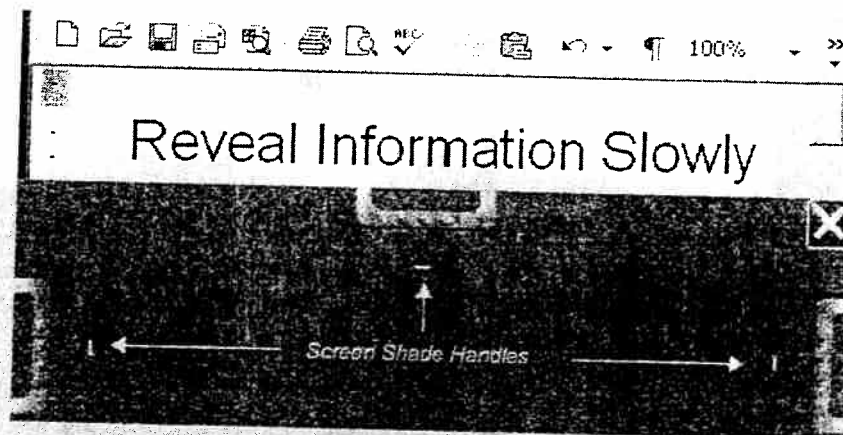
Use the pointer to launch a small pointer for directing audience attention to an important piece of information on the screen.

Screen Shade

Gradually reveal information to your audience or class with the Screen Shade.

Press and hold a screen shade handle, then drag it in the direction from which you would like to reveal the information.

Double-press the Screen Shade to cover your screen again.



Spotlight

The Spotlight helps focus students' attention on a specific part of your screen.

Press the drop-down arrow to view options that will allow you to change the shape and transparency of the spotlight. The drop-down arrow is also used to close the Spotlight.

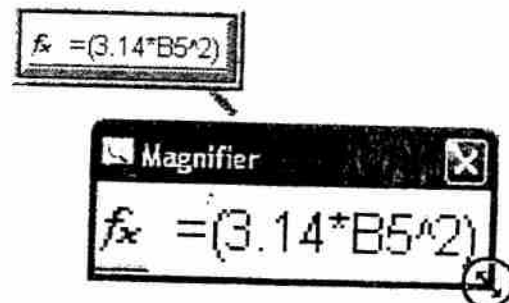
Expand or contract the Spotlight by pressing and dragging the blue border. Move the Spotlight by pressing anywhere in the dark area of the screen and drag it to the area of the screen you want your audience to focus.



Magnifier

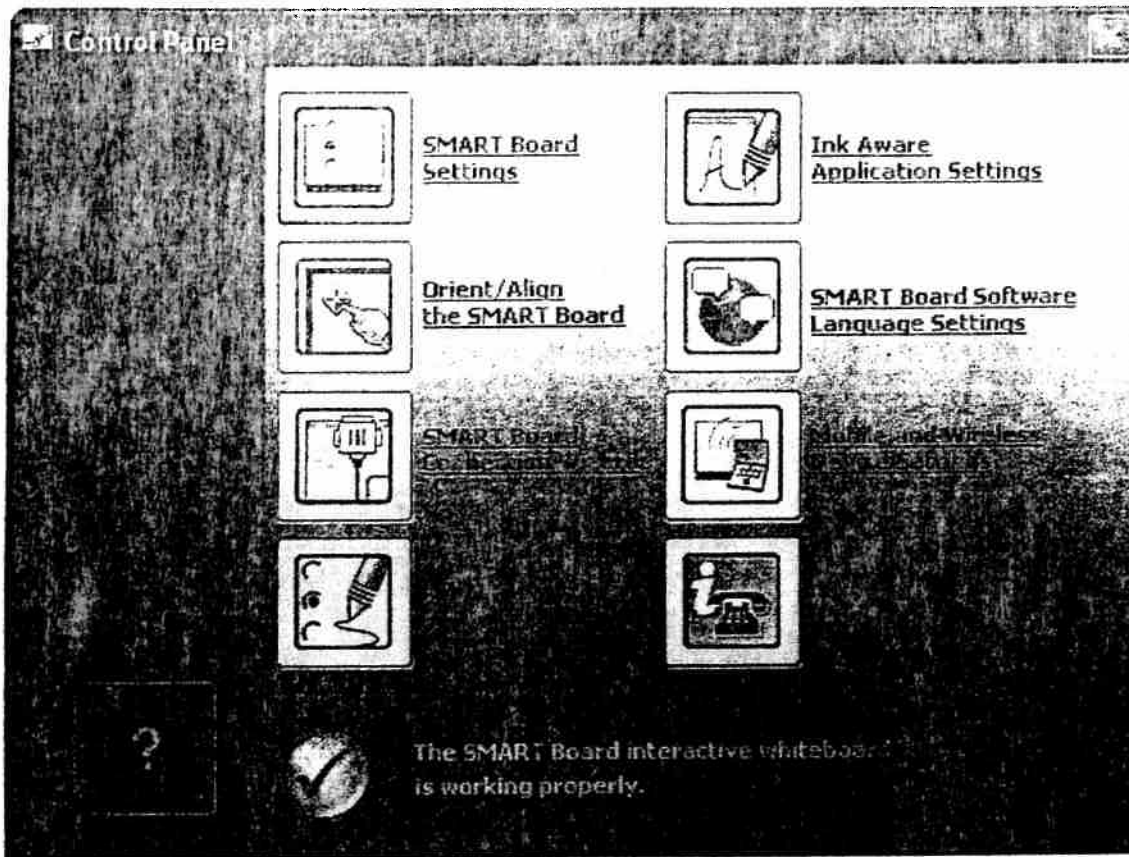
The Magnifier tool consists of two windows. Use the smaller window to select the area of the screen you would like to magnify, such as a spreadsheet cell or an Internet address that people in the back of a room are having trouble seeing. The bigger window displays the enlarged view of the area being magnified.

Drag the edge of the large box to increase or decrease the area that will be magnified.



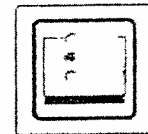
Control Panel

The Control Panel is where you can configure a variety of software and hardware options for your SMART interactive product. To open the Control Panel, press the SMART Board icon located in the Windows Notification Area in the bottom right of your screen and select **Control Panel**.



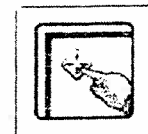
SMART Board Settings

The SMART Board Settings window enables you to check the connection status of the interactive whiteboard and manually connect your product if necessary. The SMART Board settings dialog box also allows you to adjust video output and perform other hardware-related procedures.



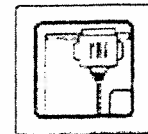
Orient/Align the SMART Board

Launch the orientation process by pressing the **Orient/Align the SMART Board** button. The orientation process is covered in detail in the Getting Started section of this workbook.



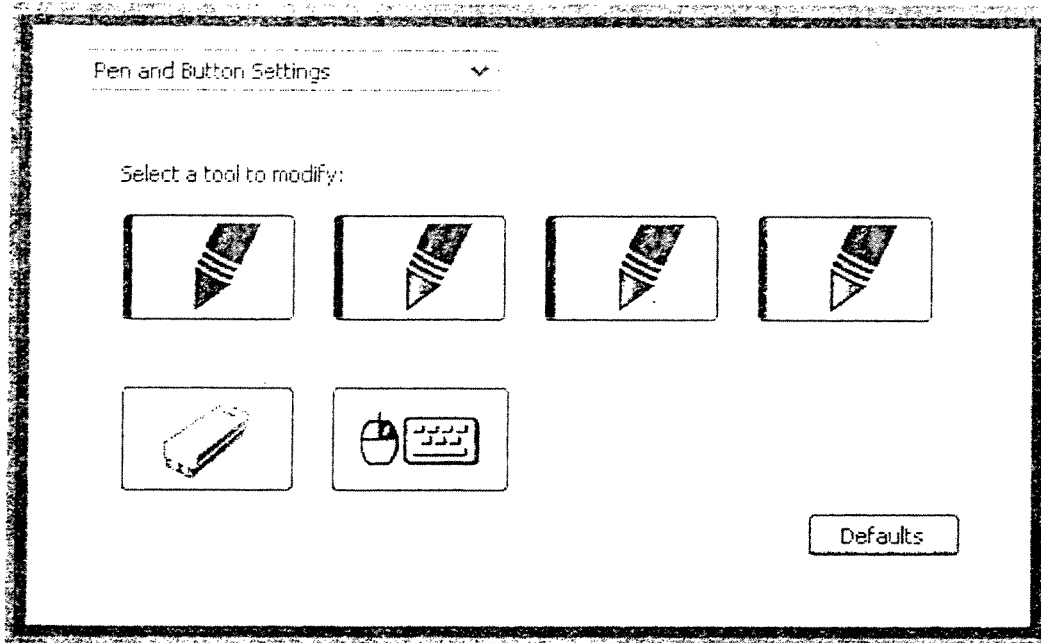
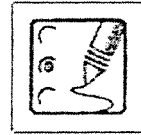
SMART Board Connection Wizard

Use the SMART Board Connection Wizard to quickly connect your interactive whiteboard to your computer and adjust the image projected on the interactive whiteboard's surface.



Pen and Button Settings

Modify the properties of the pen-tray tools using the Pen Tray Settings screen. You can increase or decrease the eraser size and customize the pen-tray button settings. Press the button for the tool that you wish to change, and a dialog box for that tool will appear.

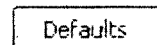


Selecting a pen button will launch the Customize Pen dialog box. You can use the palettes and drop-down menus to change line color, width, ends, thickness and transparency.

Selecting the eraser button launches the Customize Eraser dialog box and allows you to adjust the thickness of the eraser.

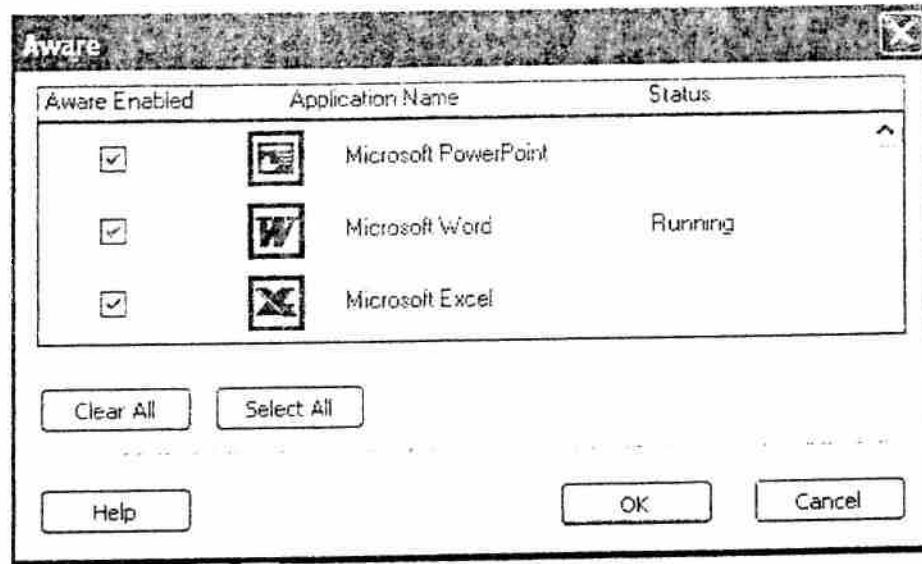
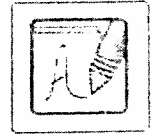
Selecting the button with the right-click and keyboard icons launches the Customize Buttons dialog box. From here you can select which actions you would like to perform when you press the buttons traditionally reserved to perform a right-click or launch the On-Screen Keyboard.

Press the **Defaults** button to restore the pens, eraser and buttons to their factory settings. You might do this after you have customized the pen and button settings for a specific presentation or lesson. Restoring the default settings will ensure the SMART product performs in a manner that is familiar to the next person who uses it.



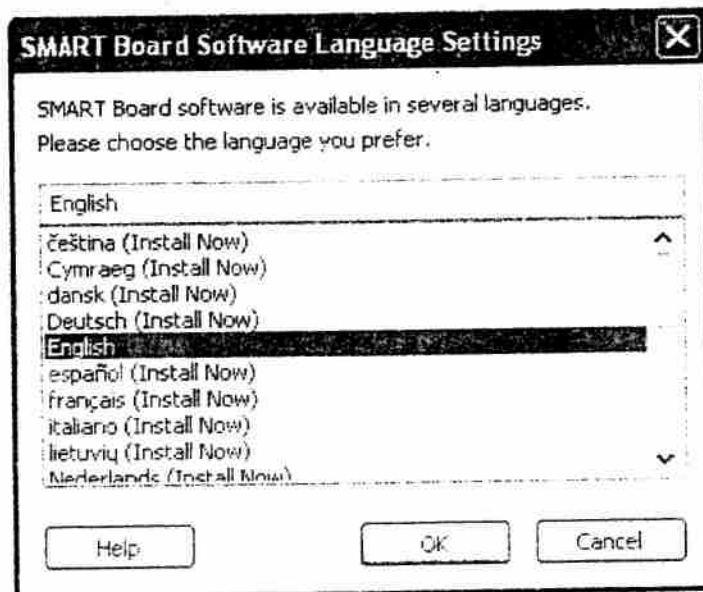
Ink Aware Application Settings

SMART Ink Aware integrates SMART Board software with other applications, including popular third-party presentation, word-processing and graphics applications. Disable or re-enable Ink Aware for an application by using the appropriate check box in the list of Ink Aware applications.



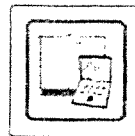
SMART Board Software Language Settings

Selecting SMART Board Software Language Settings allows you to install any of the numerous language packs available in SMART Board software. Once you've installed additional language packs, you can change the language of the SMART Board software interface from the SMART Board Software Language Settings drop-down menu.



Mobile and Wireless Device Settings

Establish a link between a mobile device such as a laptop, and your SMART product by pressing the **Mobile and Wireless Device Settings** button and checking **Start the Mobile Device Manager**. Additional checkboxes allow you to start the Mobile Device Manager at Windows startup and to receive a prompt before sharing your desktop on the interactive whiteboard.



NOTE: To establish a link, both computers must be connected to the same network. The computer attached to your SMART product must be running SMART Board software version 9.x or later, with the Mobile and Wireless Device Settings enabled.

The mobile computer (laptop) must be running LinQ™ software. Download LinQ software from www.smarttech.com/support/software/linq.asp.

About Software and Product Support

Press the **About Software and Product Support** button to learn more about SMART Board software, contact SMART's Technical Support group, upgrade your software, register your interactive whiteboard, perform a diagnostic, or access support, training and other resources.



Review: SMART Board Tools

1 How do you launch the SMART Board Tools menu?

2 How do you add or remove tools from the Floating Tools toolbar?

3 What are three options for selecting an area of your screen that you want to record when using SMART Recorder?

-
-
-

- 4 How do you launch the Screen Shade, Magnifier or Spotlight tools?

Answers: SMART Board Tools**1** How do you launch the SMART Board Tools menu?

Press the SMART Board icon in the bottom right corner of the screen.

2 How do you add or remove tools from the Floating Tools toolbar?

Press the **More** button on the Floating Tools toolbar. To add a tool, select it from the Available Tools menu, press **Add >>** and then press the **OK** button. To remove a tool, select it from the Current Toolbar menu, press **<< Remove** and then press the **OK** button.

3 What are three options for selecting an area of your screen that you want to record when using SMART Recorder?

- Record Desktop (default)
- Record Area
- Record Window

4 How do you launch the Screen Shade, Magnifier or Spotlight tools?

Press the SMART Board icon in the bottom-right corner of your screen and select **Other SMART Tools**. Select the tool you would like to use from the drop-down menu.

Additional Resources

What's Next?

SMART supports your use of SMART products with a number of resources, including free training materials on the SMART website, a special online community for educators and a free version of SMART Ideas concept-mapping software with each registered SMART Board interactive whiteboard.

The SMART Training Center

The SMART Training Center is where you'll find additional training resources and support, including free training material and free online training sessions. Visit www.smarttech.com/trainingcenter.

Free Training Materials

The free training materials available from www.smarttech.com consist of Quick Reference Guides, Hands-On Practice activities and Two-Minute Tutorials.

Quick Reference Guides are simple one- or two-page guides covering the features of SMART Products. They are formatted for printing, so you can keep them right beside your SMART Board interactive whiteboard.

Hands-On Practice exercises provide step-by-step activities, making it easy to review and practice what you have already learned.

Two-Minute Tutorials are short, animated introductions to working with SMART Board software.

Free Online Training Sessions

SMART online training sessions are 30-minute computer and telephone conferences that offer a quick, no-cost overview of the basics of working with the SMART Board interactive whiteboard. Each session is led by a SMART trainer who uses SMART products every day. You'll learn how to use your SMART product more effectively and have an opportunity to ask questions.

Free online sessions include the following courses:

- SMART Board Interactive Whiteboard Basics
- Notebook Software Basics
- Setting Up Your SMART Board Interactive Whiteboard
- SMART Ideas Software Basics

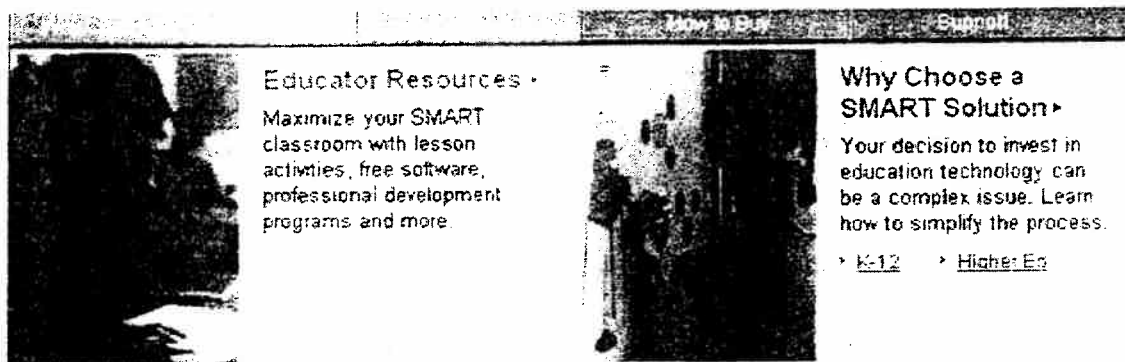
We are always developing new, free online training offerings. Visit the SMART Training Center often to learn about the latest sessions.

SMART's Education Solutions Website

SMART's education solutions website is an online community where educators can share resources and ideas with other educators worldwide. The education solutions website is where you will find the following resources:

- **Free learning resources** for use with SMART products, including content collections, software applications and website resources
- **Hundreds of Notebook software lesson activities** correlated to state and provincial curriculum standards
- **Professional development programs** to reward, recognize and support educators
- **Research** on the effectiveness of SMART Board interactive whiteboards in learning environments
- **Advice** for educators about using SMART products, integrating peripherals, mastering grant writing and evaluating technology

Visit education.smarttech.com.



The screenshot shows the top section of the SMART Education Solutions Website. At the top is a dark navigation bar with links: Home, About Us, Products, Services, and Support. Below this, the page is divided into two main columns. The left column features a black and white photo of a person's profile looking at a screen, with the heading "Educator Resources" and the text "Maximize your SMART classroom with lesson activities, free software, professional development programs and more." The right column features a black and white photo of a SMART Board with the heading "Why Choose a SMART Solution" and the text "Your decision to invest in education technology can be a complex issue. Learn how to simplify the process." Below this text are two links: "K-12" and "Higher Ed".

Home | About Us | Products | Services | Support

Educator Resources •
Maximize your SMART classroom with lesson activities, free software, professional development programs and more.

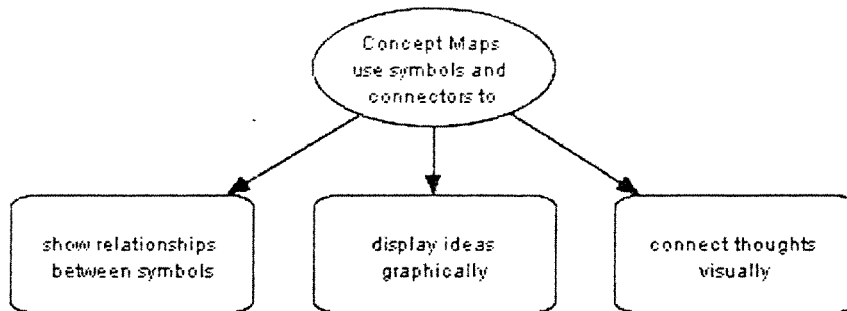
Why Choose a SMART Solution ▶
Your decision to invest in education technology can be a complex issue. Learn how to simplify the process.
▶ [K-12](#) ▶ [Higher Ed](#)

SMART Ideas® Concept-Mapping Software

Visual representations of information help students learn critical-thinking skills in the classroom. Interactive concept maps allow students to explore a topic by adding multiple levels to a map and selecting images to illustrate them. SMART Ideas concept-mapping software not only helps your students connect ideas, organize concepts and plan projects – it motivates them to learn.

Registered users of a SMART Board interactive whiteboard receive a free version of SMART Ideas software. Visit the SMART website at www.smarttech.com, select Product Registration from the Quick Links and complete the registration process.

What Is a Concept Map?



Creating Symbols with SMART Ideas Software

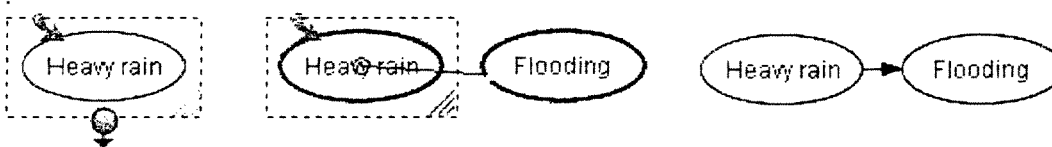
Open SMART Ideas software and select **Blank Diagram**.

- 1 Type *Heavy rain*
- 2 Press **Enter**
- 3 Create a second symbol by typing *Flooding*
- 4 Press **Enter**



Linking Symbols with Connectors

Select the symbol you would like to connect to another symbol.

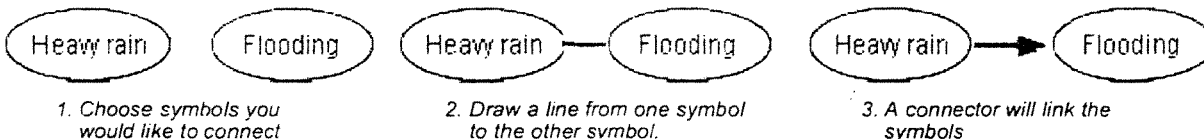


1. Select the Connector icon

2. Drag it to the symbol you would like to link

3. A connector will link the symbols

Or draw a line to connect your symbols.



1. Choose symbols you would like to connect

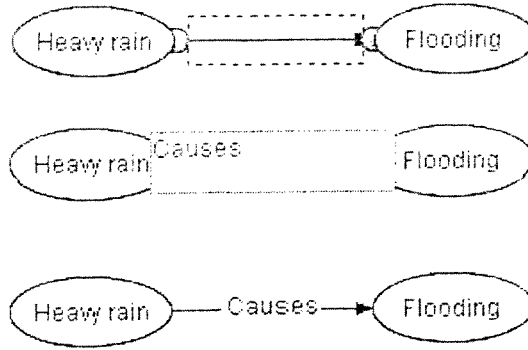
2. Draw a line from one symbol to the other symbol.

3. A connector will link the symbols

Labeling Connectors

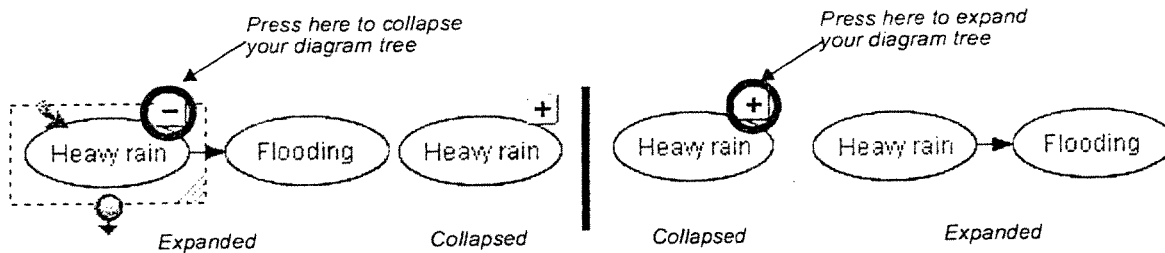
Label a connector to show how ideas relate to one another.

- 1 Select the Connector icon and press inside the hatched box
- 2 Type a label for your connector
- 3 Press Enter



Expanding and Collapsing Diagram Trees

Select a symbol that is linked to another symbol. The connection can be expanded or collapsed.

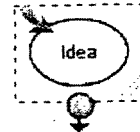


Creating Layered Diagrams

You can create an unlimited number of sublevels within your diagram that can be used to give more information about specific ideas. Each sublevel contains a new diagram and is part of your original SMART Ideas file.

Creating a new sublevel

- 1 Press the green arrow in the top left corner of the selected symbol.
- 2 A new blank work space will open. Create your sublevel diagram.
- 3 When you are working on a sublevel, use the links that appear in the top left corner of the work area to navigate back to your main diagram.



Press the green arrow on a symbol to return to the diagram's sublevel.

Summary

How Am I Supposed to Remember All This?

The best way to become proficient with any skill is to use it. Select the information most valuable to you, and apply it to your job. Once you become comfortable with the basics, you can always refer back to this Learner Workbook, or visit the SMART Training Center www.smarttech.com/trainingcenter and take a free online session. You can always visit SMART's education solutions website <http://education.smarttech.com> for lesson ideas.

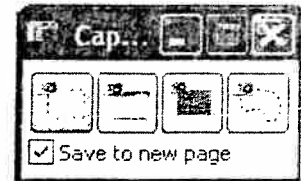
You will find a few Quick Reference Guides you may want to keep near your SMART Board interactive whiteboard on the next pages. You can download more Quick Reference Guides from the SMART Training Center at no cost.

Collecting and Sharing Content with Notebook Software

Screen captures, images and files from other applications, such as Macromedia® Flash®, can be brought into Notebook™ software to help create engaging lesson activities and presentations. Save your completed file in Notebook file format to share with others in your workplace. You can also share your valuable content by exporting your Notebook file to HTML, PDF, PowerPoint (PPT) or as a series of images (e.g., JPEG, GIF, etc.) in case your colleagues don't have Notebook software installed.

Using the Capture Toolbar

Use the Capture toolbar to capture a selected area of your screen, a window or a full screen of content directly into Notebook software. Your computer does not need to be attached to a SMART Board™ interactive whiteboard to use the Capture toolbar, but SMART Board software must be installed.



Capture toolbar

To collect content using the Capture toolbar, do the following:

- 1 Open Notebook software
- 2 Select **View > Screen Capture Toolbar** on the Notebook software menu to open the Capture toolbar
- 3 Navigate to the screen you want to capture, such as a Web page. The Capture toolbar will remain open over any active application or Web browser. There are four ways to capture content:

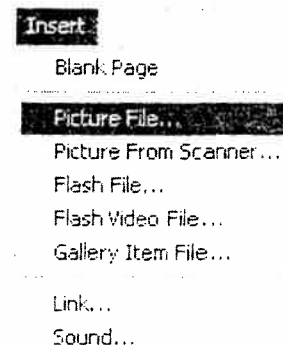
Button	Use this button to	Button	Use this button to
	Capture a rectangular area of the screen		Capture the entire screen
	Capture a particular window on the screen		Capture a freehand area of the screen

- 4 The captured image will appear on a page in your Notebook file

Using the Insert Menu

You have accumulated numerous pieces of content over the last several years of teaching. Now it's time to incorporate some of this material into your Notebook lesson activities. In particular, there's an image you want to use to enhance a specific learning opportunity in the classroom.

- 1 Open Notebook software
- 2 Select **Insert > Picture File** on the Notebook software menu to launch the Insert Picture File dialog box
- 3 Browse to the file's location and select it. Click **Open** to insert the picture into your Notebook file

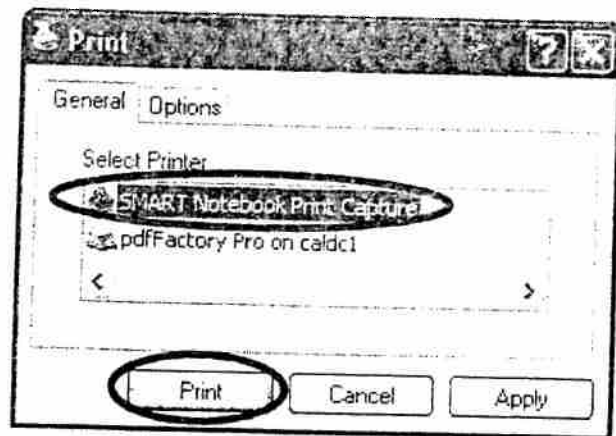


Using Notebook Print Capture

Notebook print capture allows you to add multi-page files from other applications like Microsoft Word and PowerPoint®, or even a long Web page, to a Notebook file. In other words, print capture is similar to printing to paper; one printed page is equal to one Notebook page.

- 1 Open a file you want to capture into Notebook software
- 2 Select **File > Print** from the application's main menu. The Print dialog box will appear. Select **SMART Notebook Print Capture** from your list of available printers
- 3 Press **Print** to capture the page as an image to a Notebook file. Notebook software will launch automatically if it's not open

TIP: Occasionally, the image may appear blurry in your Notebook file. Select **View > Zoom > 100%** from the Notebook menu to clearly view the captured image in the Notebook work area.



Saving in SMART Notebook File Format

Save your current Notebook file for future reference or to share the file with others using Notebook software.

- 1 Select **File > Save** from the Notebook menu

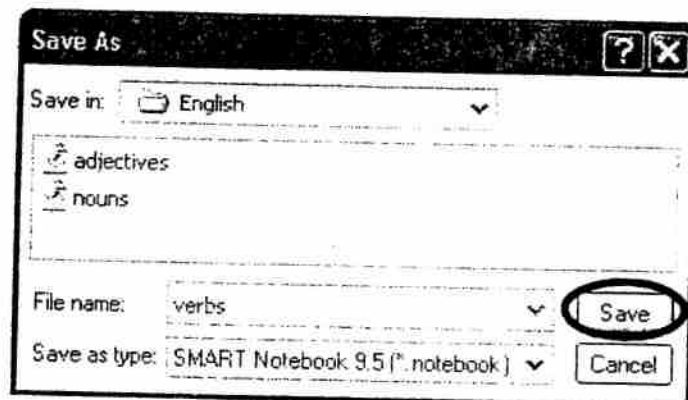
or

Select **File > Save As** to save revisions as a new Notebook file. Your original Notebook file will not be changed

The Save As dialog box will appear

Browse to the location where you want to save your Notebook file

Type a name of your file in the File name text field, then click **Save**



Exporting Your File as Other File Formats

Export files to share with colleagues who may not have Notebook software installed on their computers. You may also want to export your content to HTML for others to view on the Internet.

Select **File > Export** from the Notebook menu

Choose the file format to export your Notebook file to: HTML, PDF, PowerPoint (PPT) or as a series of images (e.g., JPEG, GIF, etc.)



Notebook Software Version 9.5 Toolbars

Notebook Software Toolbar

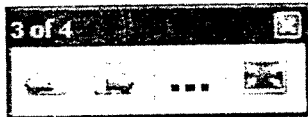
The Notebook™ software toolbar gives you access to a number of tools to help you work with your Notebook file. By default, the toolbar appears at the top of the Notebook page. If you prefer to sit, or are working with young students, it may be more convenient to move the toolbar to the bottom of the page. To do this, press the down arrow on the far right of the toolbar.



Button	Use this tool to	Button	Use this tool to
	display the previous Notebook page		select any object on the page with your finger or mouse
	display the next Notebook page		write or draw on the Notebook page with the pen tool
	insert a blank Notebook page directly after the active Notebook page		write or draw on the Notebook page with the creative pen tool
	open an existing Notebook file		erase digital ink on the Notebook page
	save your Notebook page		draw a line
	paste copied object(s) into a Notebook file		create a shape
	undo the last action you performed		create a text-entry box for typing
	redo the action you performed		set the color of a drawing tool or selected shape
	delete any selected object		set the transparency of a drawing tool, a selected shape or an object
	show/hide the Screen Shade on the current Notebook page		select the line properties of a drawing tool or selected shape
	open Full Screen view		move the toolbar to the bottom of the Notebook page
	launch the Screen Capture toolbar		

Full Screen Toolbar

The Full Screen toolbar allows you to work with your Notebook file while in full screen mode.



Button	Use this tool to	Button	Use this tool to
	display the previous Notebook page		display a menu of more options, for example the Screen Shade, shapes or pen options
	display the next Notebook page		exit full screen

Side Tabs

There are three tabs on the right-hand side of the Notebook interface.

Press the **Page Sorter** tab to allow you to see a thumbnail image of each page in your Notebook file.

Press the **Gallery** tab for collections of SMART's custom pages, clip art, Macromedia® Flash® animations and video you can add to your Notebook file.

Press the **Attachments** tab to add hyperlinks to or attachments from other software applications in your file.

Press the arrow button to move the three tabs to the other side of the page – often a more comfortable location for left-handed presenters.

You can hide the tabs from view when you have finished working with them by checking the Auto-hide check box.

